1984-85
Annual Report

Ministry of Labour
Ontario

Fiscal year ending
March 31, 1985

ISSN 0318-4641

Ontario

Office of the Minister

Ministry of Labour

400 University Avenue
Toronto, Ontario
M7A 1T7
(416) 965-4101

August 9, 1985

His Honour
The Lieutenant-Governor in Council

May it please Your Honour:

I have the privilege of presenting the 66th Annual Report of the Ministry of Labour for the fiscal year ending March 31, 1985.

I respectfully submit the report as attached.

The Honourable William Wrye
Minister

Ontario

Office of the
Deputy Minister

Ministry
of
Labour

400 University Avenue
Toronto, Ontario
M7A 1T7
416/965-4115

August 9, 1985

The Honourable William Wrye
Minister of Labour

Dear Mr. Wrye:

I am pleased to submit the Ministry of Labour's Annual Report for 1984-85 for your consideration.

The staff of the Ministry have, once again, performed their duties with dedication and professionalism to ensure that the workers of Ontario are well served by the programs and legislation for which the Ministry is responsible.

The Ministry faces exciting challenges in pursuing its mandate for promoting justice and equality in the workplace. In particular, the Ministry is charged with the responsibility of developing equal value legislation in the public service.

Ontario is experiencing a particularly heavy bargaining calendar. Our conciliators and mediators will again provide vital assistance in the resolution of collective bargaining disputes.

The Ministry is actively encouraging a closer and more meaningful dialogue between the labour market parties. At the sectoral level, employers and unions increasingly are recognizing the benefit of regular dialogue in breaking down the barriers to understanding and cooperation. Important progress has also been made in promoting consultation between government, labour and business on more general social and economic issues.

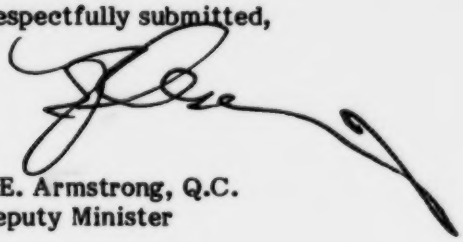
The effective control of toxic substances in the workplace is a priority within the Ministry. The process of designating toxic substances will continue at a vigorous pace. In addition, a designated substance enforcement unit has recently been created with special expertise to ensure compliance with the designated substance regulations.

The Ontario Human Rights Commission continues to be an important force in resolving conflict and promoting harmony and social justice in Ontario. These goals are accomplished through the investigation of individual complaints, public education and through the activities of the Race Relations Division.

As you know, recent amendments to the Workers' Compensation Act have resulted in major structural change in the administration of the legislation. Progress is well under way on the second phase of the Workers' Compensation reform which will deal with such issues as permanent disability pensions, the adjustment of pensions and the reinstatement of rehabilitated workers.

All of these initiatives are intended to contribute to the security and well-being of members of the Ontario workforce.

Respectfully submitted,



T.E. Armstrong, Q.C.
Deputy Minister

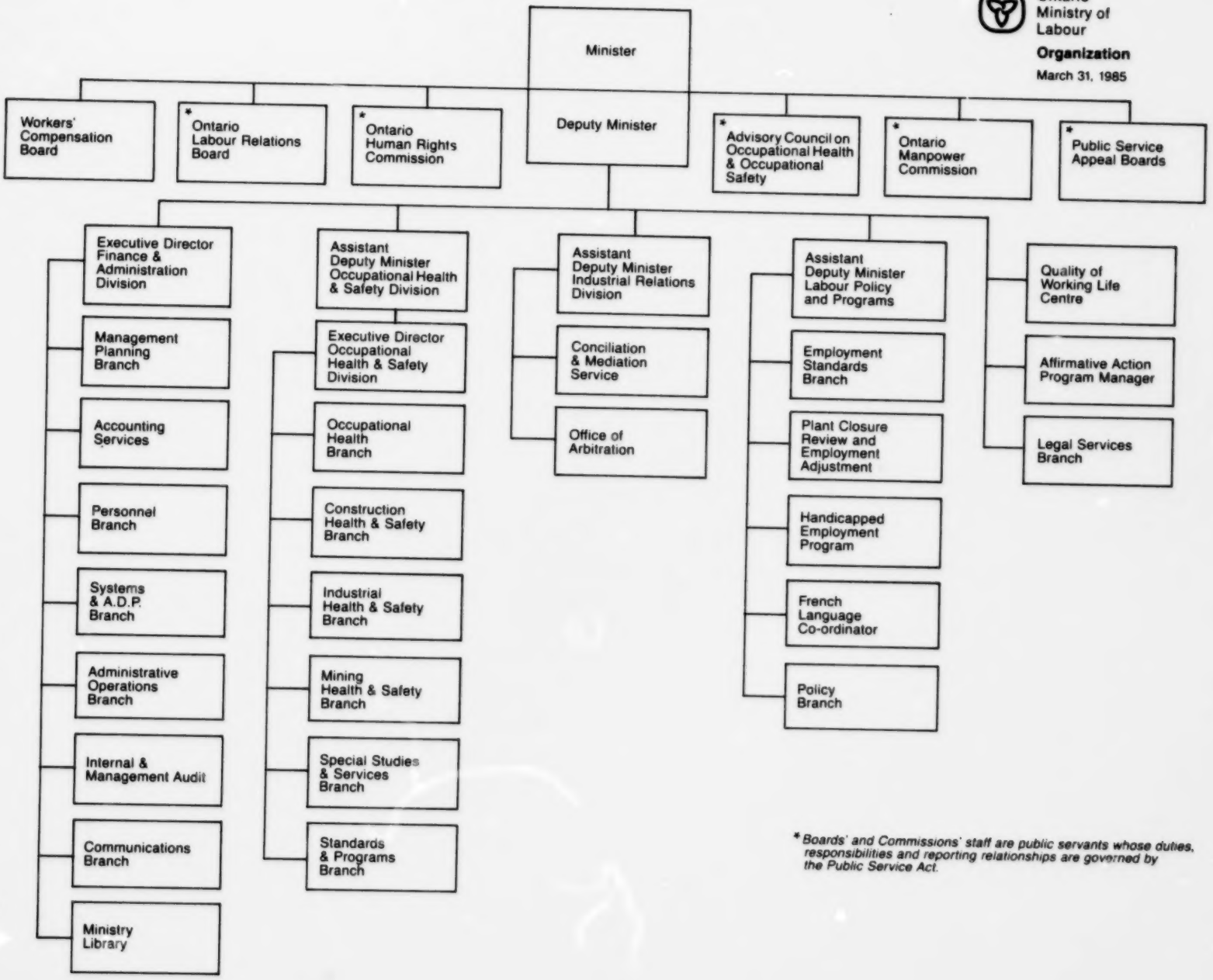
TABLE OF CONTENTS

	Page
Organization Chart	1
Acts Administered	2
Industrial Relations Division	3
Ontario Conciliation and Mediation Service	4
Office of Arbitration	8
Occupational Health and Safety Division	13
Occupational Health Branch	20
Construction Health and Safety Branch	32
Industrial Health and Safety Branch	35
Mining Health and Safety Branch	38
Special Studies and Services Branch	44
Standards and Programs Branch	48
Labour Policy and Programs	52
Employment Standards Branch	52
Plant Closure Review and Employment Adjustment Branch	59
Handicapped Employment Program	61
French Language Services	63
Policy Branch	64
Finance and Administration Division	65
Management Planning Branch	65
Accounting Services	66
Personnel Branch	67
Systems and ADP Branch	70
Administrative Operations Branch	72
Communications Branch	73
Internal and Management Audit Branch	75
Ministry Library	76
Programs Reporting Directly to the Deputy Minister of Labour	77
Ontario Quality of Working Life Centre	78
Affirmative Action Program	80
Legal Services Branch	82
Ontario Labour Relations Board	83
Ontario Human Rights Commission	86
Advisory Council on Occupational Health and Occupational Safety	89
Ontario Manpower Commission	91
Public Service Appeal Boards	93
Workers' Compensation Board	98
Agencies, Boards and Commissions	
Advisory Committee - Agricultural Industry	54
Advisory Committees - Industrial Standards Act	54
Advisory Committee on Occupational Chest Disease	24
Advisory Committee - Office of Arbitration	10
Boards of Conciliation	4
Boards of Hospital Arbitration	10
Boards of Inquiry (Employment Standards Act Appeals)	10,54
Boards of Inquiry (Ontario Human Rights Commission)	10,86
Construction Industry Advisory Board	3
Manpower Adjustment Committees	60
Mining Legislative Review Committee	14,39
Ontario Labour Management Study Group - Quality of Working Life	78

Ontario Ministry of Labour

Organization

March 31, 1985


Minister
Deputy Minister
Workers' Compensation Board
* Ontario Labour Relations Board
* Ontario Human Rights Commission
* Advisory Council on Occupational Health & Occupational Safety
* Ontario Manpower Commission
* Public Service Appeal Boards
Executive Director Finance & Administration Division
Management Planning Branch
Accounting Services
Personnel Branch
Systems & A.D.P. Branch
Administrative Operations Branch
Internal & Management Audit
Communications Branch
Ministry Library
Assistant Deputy Minister Occupational Health & Safety Division
Executive Director Occupational Health & Safety Division
Occupational Health Branch
Construction Health & Safety Branch
Industrial Health & Safety Branch
Mining Health & Safety Branch
Special Studies & Services Branch
Standards & Programs Branch
Assistant Deputy Minister Industrial Relations Division
Conciliation & Mediation Service
Office of Arbitration
Assistant Deputy Minister Labour Policy and Programs
Employment Standards Branch
Plant Closure Review and Employment Adjustment
Handicapped Employment Program
French Language Co-ordinator
Policy Branch
Quality of Working Life Centre
Affirmative Action Program Manager
Legal Services Branch

** Boards' and Commissions' staff are public servants whose duties, responsibilities and reporting relationships are governed by the Public Service Act.*

ACTS ADMINISTERED

	Administered By
Crown Employees Collective Bargaining Act	Crown Employees Grievance Settlement Board and Ontario Public Service Labour Relations Tribunal
Employment Agencies Act	Employment Standards
Employment Standards Act	Employment Standards
Government Contracts Hours and Wages Act	Employment Standards
Hospital Labour Disputes Arbitration Act	Office of Arbitration
Human Rights Code, 1981	Human Rights Commission
Industrial Standards Act	Employment Standards
Labour Relations Act	Labour Relations Board
Ministry of Labour Act	Main Office
Occupational Health and Safety Act	Occupational Health and Safety Division
One Day's Rest in Seven Act	Employment Standards
Rights of Labour Act	Main Office
Workers' Compensation Act	Workers' Compensation Board
Workmen's Compensation Insurance Act	Workers' Compensation Board
Blind Workmen's Compensation Act	Workers' Compensation Board

Industrial Relations Division

L.V. Pathe
Assistant Deputy Minister

The role of the Industrial Relations Division is to promote harmonious relations between employers and employees. The division's overall objective is a stable labour-relations climate in the province.

This objective is pursued through three activities: Program Administration, the Ontario Conciliation and Mediation Service and the Office of Arbitration.

The Ontario Conciliation and Mediation Service provides conciliation and mediation assistance to labour and management involved in collective agreement negotiations. In addition, the service provides preventive mediation assistance to labour and management during the term of the collective agreement.

The Office of Arbitration administers the sections of the Labour Relations Act dealing with rights arbitration. The office also administers the Hospital Labour Disputes Arbitration Act and co-ordinates the appeal process under the Employment Standards Act.

The objectives of the Industrial Relations Division in pursuit of sound labour-management relations are as follows:

- to encourage effective bargaining as contemplated by the Labour Relations Act;
- to promote peaceful settlements through conciliation and mediation service;
- to provide, where necessary, preventive mediation assistance to labour and management during the term of the collective agreement;
- to facilitate the processes of grievance and interest arbitration in accordance with the intention of the Labour Relations Act and the Hospital Labour Disputes Arbitration Act.
- to collect and analyse collective bargaining information for the use of the ministry and the industrial relations community

An assistant deputy minister is responsible for directing and co-ordinating the activities of the Industrial Relations Division.

During 1984/85 the office had a complement of three - an assistant deputy minister, an executive assistant and a secretary.

Construction Industry Advisory Board

An advisory body known as the Construction Industry Advisory Board has been established to advise the minister on issues of common concern to labour and management in the construction industry.

Ontario Conciliation and Mediation Service

Ray Illing
Director

Harry J. Sparling
Associate Director, Technical Services

The goals of the Ontario Conciliation and Mediation Service are to foster harmonious labour-management relations and to minimize disruption in the economy arising from strikes and lock-outs.

To achieve these goals, the service, operating under the authority of the Labour Relations Act carries out major programs in two areas - collective agreement dispute resolution through conciliation/mediation, and preventive mediation.

The service performs conciliation and mediation functions, assisting employers and unions to achieve settlement of their contractual differences. In addition, OCMS has firmly established a program of preventive mediation, which involves anticipating and providing for the needs of management and labour in the development of their relationship to minimize disruptions and to facilitate peaceful negotiations of collective agreements.

A specialist unit, the Occupational Health and Safety Advisory Service, also advises employers and trade unions in addressing health and safety concerns in the workplace.

Dispute Resolution Process

The process has two steps. First, parties unable to achieve an agreement in direct negotiations must meet with a conciliation officer before they resort to the economic sanction of a strike or lock-out. During this stage, an officer enters the negotiations and employs mediation techniques in an effort to bring parties to settlement. Should the parties fail to effect total agreement, a report is made to the minister recommending whether or not a board of conciliation be appointed.

Although the use of boards of conciliation after the conciliation officer stage is an alternative under the Act to the establishment of a strike/lock-out deadline, few have been appointed in recent years. Subject to ministerial policy, they remain as important tools to deal with disputes involving public service, pattern-setting industries and contentious first agreements. If it is recommended that a board not be appointed, a 'no board' report is issued establishing a legal strike or lock-out deadline, which occurs 14 days following receipt of the notification to the parties.

During this period, the mediation service maintains contact with both parties keeping them aware of the availability of further mediation assistance.

The second step - mediation - is an informal one in which the services of a mediator are made available to the parties at any point in negotiations following the conciliation officer's report. While the techniques of mediation are similar to those of conciliation, the intensive nature of this assistance, the pressure of a strike/lock-out deadline or ongoing work stoppage and the personal persuasive abilities of a senior mediator are additional factors.

Preventive Process

The main preventive mediation areas are the Relationship Improvement Program, the joint training of supervisors and union stewards, and assistance in establishing joint action committees.

The Relationship Improvement Program is designed to do exactly that - improve union-management relations. It is a two or three-day seminar approach and is an adaptation of the concepts of Relationship by Objectives (RBO), which has been used extensively since 1975 and has proved effective in the promotion, development and maintenance of sound relationships between employers and unions.

The focal point of the training program is joint problem solving. Working in close consultation with both parties, OCMS mediators determine their needs and design a training program to include the study of attitudes, communications, leadership, grievance administration, and roles and responsibilities.

The establishment of a joint action labour-management committee is recommended in situations where the relationship would be assisted by a vehicle for regular formal communication. This may be applicable in a particular area or industry or in an individual plant. Resources are made available to assist the parties to establish and structure such a committee.

There are a number of other preventive mediation activities:

- From the time of certification, the progress of first agreement negotiations is followed so that assistance can be offered where it appears that a fledgling relationship is encountering difficulty.
- Negotiations following a 'no-board' report are closely monitored so that parties are aware of the mediation services available to them and can have access to a mediator without delay at this critical period.
- Under the Act, the minister may appoint a disputes advisory committee. Such a committee, composed of representatives of labour and management, assists and advises the parties in particularly difficult disputes. The minister can also establish an industrial inquiry commission to examine a range of subjects relating to the bargaining process in that particular industry.
- By keeping a record of the service's experience in specific disputes, early pre-negotiation contact can be made with parties whose previous negotiations were characterized by poor relationships, contentious issues or complex bargaining co-ordination. Mid-contract involvement of mediators, either informally or as special officers under the Act, has the potential of encouraging the parties to work on improving their relationship, dealing with problems underlying recurring negotiation issues and reducing to manageable proportions the issues to be faced during the pressure of negotiations.

Technical Services

In 1984, the Collective Bargaining Information System was transferred to the Industrial Relations Division. The objective of the system is to provide accurate and current information to unions, management and government services detailing changes in wages, benefits and collective agreement language. This is done through periodic statistical reports and a year end summary.

Collective Agreements Library

The primary purpose of the Collective Agreements Library is to bring together, in a central location, collective agreements covering Ontario employees for research by ministry staff and members of the public. The library contains about 8,500 collective agreements covering more than 1,350,000 Ontario employees.

Each year the library staff assists approximately 5,000 visitors to obtain information from the documents on file and responds to a comparable number of telephone requests.

The complement of the Conciliation and Mediation Service at March 31, 1985 consisted of the director, associate director, Technical Services, manager, Occupational Health and Safety Advisory Service, 10 mediators, 20 conciliation officers, two advisors, one research economist, three research supervisors, 17 research and collective bargaining agreement library clerks, and 12 clerical and support staff.

1984/85 Activities/Caseload

During 1984/85, a total of 3,537 collective agreement disputes was referred to conciliation officers. These assignments represented an increase of 1,333, or 60 per cent over the total for last year (Table 1). The officers disposed of 3,289 cases during the year, a 59 per cent increase over last year's dispositions. At year end, 749 cases were still being dealt with by the officers, compared to 501 in 1983/84.

Post-conciliation or mediation assistance was provided in 907 new cases in 1984/85, compared to 817 cases last year (Table 2). The parties reached agreement in 832 of the cases that were disposed of, although 179 of them involved a work stoppage.

Mediators played a preventive role in 71 new cases in 1984/85, compared to 52 in 1983/84 (Table 3).

Table 1

Conciliation Applications Dealt With Under the Ontario Labour Relations Act

	1984/85		1983/84	
	Disputes	**Employees**	**Disputes**	**Employees**
Assignments Received by Officers	4,038	569,785	2,570	225,600
Carried From Previous Year	501	71,716	366	21,030
Assigned to Officer During Year	3,537	498,069	2,204	204,570
Assignments Disposed of by Officers	3,289	484,134	2,069	153,884
Settled by Officer				
Construction	64	9,562	17	3,943
Non-construction	944	66,084	548	26,135
No Board				
Construction	497	39,842	196	1,858
Non-construction	1,444	334,744	1,127	112,244
Referred to Conciliation Board				
Construction	0	0	0	0
Non-construction	0	0	0	0
Lapsed or Withdrawn				
Construction	95	8,366	30	,390
Non-construction	245	25,536	151	9,314
Assignments Pending at March 31	749	85,651	501	71,716

Table 2

Remedial Mediation Activity

	1984/85						1983/84					
	Total		No Work Stoppage Involved		Work Stoppage Involved		Total		No Work Stoppage Involved		Work Stoppage Involved	
	Disputes	Empls.	Disputes	Empls.	Disputes	Empls.	Disputes	Empls.	Disputes	Empls.	Disputes	Empls.
Assignments Received by Officers	1,066	233,183	797	178,707	269	54,476	987	105,700	785	77,848	202	27,852
Carried Over from Previous Year	159	18,961	116	15,203	43	3,758	170	10,796	134	8,790	36	2,006
Assigned to Officers During Year	907	214,222	681	163,504	226	50,718	817	94,904	651	69,058	166	25,846
Assignments Disposed of by Officers	866	200,215	672	154,475	194	45,740*	828	86,739	669	62,645	159	24,094
Settled During Mediation	678	140,945	546	117,180	132	23,765*	618	59,147	530	46,154	88	12,993
Settled Following Mediation Assistance	154	49,717	107	28,602	47	21,115	154	26,869	90	16,004	64	10,865
Arbitration	6	8,272	6	8,272	-	-	2	49	2	49	-	-
Lapsed	16	870	9	289	7	581	13	268	9	114	4	154
Closed by Mediator, No Further Action by Parties	12	411	4	132	8	279	41	406	38	324	3	82
Assignments Pending at March 31	200	32,968	125	24,232	75	8,736	159	18,961	116	15,203	43	3,758

*Includes 3 cases involving 310 employees which were settled by a Disputes Advisory Committee

Table 3
Preventive Mediation Activity

	1984/85		1983/84	
	Situations	Empls.	Situations	Empls.
Assignments Received by Officers	124	32,342	95	25,472
Carried Over From Previous Year	53	18,295	43	16,139
Assigned to Officers During Year	71	14,047	52	9,333
Assignments Disposed of by Officers	55	18,931	42	7,177
Assignments Pending at March 31	69	13,411	53	18,295

Office of Arbitration

Jean M. Read
Director

The Office of Arbitration assists the minister in carrying out his statutory responsibilities for constituting boards of arbitration and appointing single arbitrators under the Labour Relations Act and the Hospital Labour Disputes Arbitration Act. The office is responsible for the receipt and processing of requests from employers and trade unions for the appointment of arbitrators and nominees to boards of arbitration. This function involves providing administrative services to arbitrators, monitoring the progress of arbitration proceedings and cataloguing arbitration awards for public availability. In association with the Minister of Labour's Labour-Management Advisory Committee, which advises the minister on matters pertaining to arbitration, the office is actively involved in the training of prospective arbitrators. Through its staff of grievance settlement officers, the Office of Arbitration also provides labour and management with grievance mediation services.

The Office of Arbitration also has responsibility for co-ordinating appeals under the Employment Standards Act and boards of inquiry pursuant to the Human Rights Code. The office publishes, and distributes to members of the industrial relations community, a monthly bulletin that summarizes current arbitration awards. Present circulation is approximately 5,000.

Labour Relations Act

A primary responsibility of the Office of Arbitration is to administer the expedited grievance arbitration procedure under section 45 of the Act. This statutory procedure may be invoked by either party to a collective agreement as an alternative to the arbitration procedure set out in the agreement. Upon receipt of a request under section 45, the minister is required to appoint a single arbitrator, who must commence to hear the dispute within 21 days of the request. The minister may appoint a grievance settlement officer to confer with the parties and attempt to effect a settlement prior to the hearing. Should the dispute proceed to a hearing, the Office of Arbitration endeavours to encourage a timely release of the award.

An advisory committee has been established under section 45 to advise the minister on matters relating to arbitration, particularly with respect to persons qualified to act as arbitrators. The chairman of the committee is the Assistant Deputy Minister, Industrial Relations Division, and its membership comprises three senior management and three senior labour representatives. A major achievement of the advisory committee has been the development of an arbitrator training program, which is administered by the Office of Arbitration and conducted under the guidance of accomplished arbitrators. Under section 44 of the Act, parties who have elected to follow the arbitration procedure in their collective agreement may request the minister to assist them in constituting a board of arbitration. For example, in the event of one party failing to appoint its nominee to the board or the parties' nominees failing to agree on a chairman, the minister, upon request, may make the necessary appointment. Alternatively, at the request of the parties, the Office of Arbitration will supply them with a panel of arbitrators to facilitate their selection of a chairman. On a consensual basis, the services of a grievance settlement officer may also be made available to parties proceeding to arbitration under their collective agreement.

Hospital Labour Disputes Arbitration Act

The Hospital Labour Disputes Arbitration Act provides for compulsory arbitration of unresolved collective bargaining disputes between employers and trade unions representing employees in the health care field. Strikes and lock-outs are prohibited. The Office of Arbitration assists in facilitating the system of arbitration under the Act. The Office of Arbitration may arrange the arbitration hearing, notify the parties and their nominees of the date and place of the hearing and monitor the proceedings to ensure that the award is released within a reasonable time after the hearing.

Employment Standards Appeals

The Office of Arbitration has assumed responsibility for co-ordinating appeal procedures under the Employment Standards Act. This includes employer appeals against orders to pay issued by employment standards officers. The Office of Arbitration handles all administrative procedures with regard to time and venue and ensures that all interested parties have been given due notice of the hearing. Referees appointed to hear these appeals are requested to issue their decisions within three weeks from the date of the final hearing.

Human Rights Inquiries

The Office of Arbitration has also been assigned responsibility for assisting the minister to constitute boards of inquiry under the Human Rights Code and co-ordinating hearing arrangements in accordance with the time limits set out in the Code.

1984/85 Activities

Under section 45 of the Labour Relations Act, 1,302 single arbitrators were appointed. As a result of the involvement of settlement officers, in 1,392 disputes, 969 were resolved prior to hearing, for a settlement rate of 70 per cent.

Aside from section 45, the minister was involved in the appointment of 293 arbitrators for parties experiencing difficulty establishing a board of arbitration. On 351 occasions, panels of arbitrators were supplied at the request of parties.

Services of grievance settlement officers were provided to parties proceeding to arbitration under their collective agreement in 661 cases. Of this number, 424 were resolved, with 136 cases awaiting mediation. The settlement rate in this area was 80 per cent.

Under the Hospital Labour Disputes Arbitration Act, 108 arbitrators were appointed by the minister. Panels of arbitrators were provided upon request in 98 cases.

Under the Employment Standards Act, 245 referees were appointed through the Office of Arbitration, while 26 boards of enquiry were set up under the Human Rights Code.

The caseload of the Office of Arbitration is more particularly described in Tables 1 and 2 below.

The Office of Arbitration received and catalogued 1,788 awards during fiscal year 1984/85. Awards in the amount of 40,080 pages were purchased by the public.

The complement for 1984/85 was 19, consisting of a director, six grievance settlement officers and 12 clerical and administrative staff.

Table 1 - Mediation Activities during 1983/84 & 1984/85

	1984/85			1983/84		
	Labour Relations Act (Rights Disputes)			Labour Relations Act (Rights Disputes)		
	s.44	s.45*	Total	s.44	s.45*	Total
Mediation assignments:						
- carried over from previous year	4	6	10	42	-	42
- made during current year	661	1392	2053	615	1375	1990
- outstanding at year end	136	79	215	4	6	10
Mediation settlements	424	969	1393	519	964	1483

* Expedited grievance arbitration

Table 2 — Arbitration Activities during 1983/84 and 1984/85

	1984/85						1983/84					
	Empl. Stds. Appeals	Human Rights Bds of Enquiry	HLDA (Interest Disputes)	The Labour Relations Act (Rights Disputes) s.44	The Labour Relations Act (Rights Disputes) s.45*	Total 1984/85	Empl. Stds Appeals	Human Rights Bds of Enquiry	HLDA (Interest) Disputes	The Labour Relations Act (Rights Disputes) s.44	The Labour Relations Act (Rights Disputes) s.45*	Total 1983/84
Applications/Requests carried over from previous year	78	6	49	206	105	444	N/A	N/A	N/A	N/A	N/A	N/A
Applications/Requests rec'd during current year	306	65	281	490	2,374	3,516	283	34	102	4962	2,344	3,225
- Arbitrators/Referees appointed/arranged	245	26	108	293	1,302	1,974	263	30	12	225	1,302	1,832
- Panels provided	X	X	98	351	X	449	X	X	18	261	X	279
- Nominees appointed	X	X	3	0	X	3	X	X	0	2	X	2
Applications/Requests outstanding at year end	151	57	269	317	498	1,292	78	6	49	206	105	444
Awards filed	212	7	55	997	517	1,788	172	6	27	1,097	573	1,875
Total Awards Purchased (# of pages)	X	X	X	X	X	40,080	X	X	X	X	X	38,021

Legend: 0 - no activity
X - not applicable
* - expedited grievance arbitration
N/A - not available

Occupational Health and Safety Division

Ann E. Robinson, Ph.D., C.Chem, F.C.I.C.
Assistant Deputy Minister

Brian Goodman, B.A., LL.B, LL.M.
Executive Director

The Occupational Health and Safety Division seeks to improve worker health and safety in Ontario workplaces by:

- administering the Occupational Health and Safety Act and regulations;
- reviewing existing programs;
- developing new strategies, regulations, guidelines, codes, and hazard alerts to prevent occupational-related injuries and illnesses;
- advising, educating or training (as appropriate) all parties with respect to rights, duties and responsibilities under the legislation.

The assistant deputy minister is responsible for strategic planning with respect to broad policy issues and for external relations relating to the field of occupational health and safety.

The executive director is responsible for the delivery of services by the six branches of the division, operations policy, the Program Development Unit and related administrative program delivery and policy issues.

The complement of the division for 1984/85 was 727.

The division administers the Occupational Health and Safety Act, regulations for construction projects, mines and mining plants, and industrial establishments, and a regulation for firefighters' head protection, and a regulation defining critical injury. The division also administers regulations for the control of exposure to certain toxic substances. In addition to the asbestos, coke oven emissions, lead, mercury and vinyl chloride, isocyanates and silica regulations, noted in last year's annual report, regulations respecting acrylonitrile and benzene became law.

In 1982 notices of the possible regulation of arsenic, formaldehyde, and cadmium, chromium, ethylene oxide and styrene were published. In December 1984 the minister sought advice from the interested parties on options to control worker exposure to mineralogical forms of arsenic in underground mining and milling operations. In March 1985 the ministry distributed an expert panel report on the health effects of formaldehyde. The parties were asked whether the additional information altered their previously stated positions. The cadmium health effects document was circulated for comment in December 1984. A proposed ethylene oxide regulation was published in November 1984. The ministry is proceeding with a voluntary initiative with the boat and reinforced plastics industry, including labour, to control worker exposure to styrene. The program will be carefully monitored by the ministry to ensure that workers are protected.

on July 14, 1984 the minister published notices of possible designation for coal tar products and nickel and its compounds. The briefs received in response to the notice were reviewed.

In May 1984 the minister tabled in the legislature the Report of the Royal Commission on Matters of Health and Safety Arising From the Use of Asbestos in Ontario. In response to commission recommendations, the ministry distributed a revised proposed asbestos regulation on construction projects, in buildings and repair operations. In December 1984 a public meeting was held to review the proposed changes and obtain additional comment. Notices to garage mechanics, plumbers, furnace repairmen and homeowners were distributed.

A regulation extending the Act to teachers was filed on March 30, 1984. From July 1, 1984, the Act applied to university academics and teaching assistants.* A task force co-sponsored by the Ministries of Agriculture and Food, and Labour was established to report on the hazards faced by those engaged in farming operations, including how those hazards should be controlled. The task force held its first meeting on October 14, 1983 and has continued to meet every three to four weeks. Hearings were held during late 1984 and early 1985. A report is expected during the summer of 1985.

The minister established a multipartite committee chaired by Mr. Paul Hess, Q.C., to advise on the appropriate regulations for health care establishments.

The division consulted with representatives of the diving community and developed a draft regulation to help assure the health and safety of the non-sport diving community.

Discussions continued with representatives of the petroleum industry concerning the drafting of regulations to cover workers engaged in drilling oil and petroleum wells.

The Mining Legislative Review Committee, under the new chairmanship of Mr. Paul Hess, Q.C., has continued to review the mining regulations and has proposed certain changes, which are currently under consideration.

On March 6, 1984 a regulation amending the Regulations for Construction Projects came into force to make sections of the construction regulations apply to all workers engaged in work on elevated or suspended workplaces on building facades. The regulation covers, among other workers, window cleaners. Division task teams continued to work on regulations for window cleaners, roll-over protection and electrical hazards.

During 1984/85 the division continued to administer the Lottery Awards Program. Funding was approved for many significant programs and projects in the area of manpower training and applied research. The minister made awards totalling $1.2 million.

To promote awareness of the Act and regulations in order to encourage compliance, a general guide to the designated substance regulations was published. Summaries of edited legal interpretative opinions concerning the legislation were distributed to interested parties.

Consultation with management also helps to achieve compliance with the legislation and reduce injuries and illnesses. Division staff have continued to work with parties in the workplace to make them aware of their rights, duties and responsibilities.

---

* The regulation was filed on May 11, 1984.

The Occupational Health and Safety Advisory Service of the Industrial Relations Division, Conciliation and Mediation Services, promotes the internal joint responsibility approach to health and safety by working with the parties in the workplace.

Members of the division work along with other agencies, such as Labour Canada and the Atomic Energy Control Board, that have related interests in complementary legislation. Staff of the division serve as agents of the Atomic Energy Control Board in administering conventional health and safety standards in uranium mines. On July 1, 1984 a regulation under the Atomic Energy Control Act was passed, making the Ontario health and safety legislation applicable in uranium mines, and constituting the Ministry of Labour as the administration and enforcement agency. The ministry is reimbursed by the federal government for the services provided, pursuant to an agreement that was also concluded in 1984/85.

The division also provides information to government agencies on the health effects of various chemicals used in Ontario workplaces, not only those in the mining industry. Occasional visitors from other jurisdictions have been welcomed by the division.

During the 1984/85 fiscal year, a total of 79 appeals were initiated under section 32 of the Occupational Health and Safety Act. Of this total, 71 related to industrial establishments, six to mines and mining plants and two to construction projects. Forty-three of these appeals were launched by employers, while 36 were initiated by workers or trade unions. The status of the 79 appeals may be summarized as follows:

Settled or withdrawn	38
Undergoing mediation	24
Stayed because of a possible prosecution	7
Awaiting grounds	6
Decision rendered	2
Hearing in progress or awaiting decision	2
Total	79

The ministry also received notice from the Provincial Ombudsman that he intended to investigate four complaints that related to the Occupational Health and Safety Division. Of this number, the ministry was subsequently notified by the Ombudsman that two were found by him to be unsupported. The remaining two are still under investigation.

The division commenced publication of an internal newsletter, and two editions were distributed in the fiscal year.

Six division standing committees were established with field representation to provide practical input into the development of legislation and division-wide policy.

Strategic Policy Unit

The Strategic Policy Unit has a complement of seven, including three scientists, a statistician a policy analyst and an external liaison officer. The unit reports to the assistant deputy minister through its manager.

The mandate of the Strategic Policy Unit includes: establishing policy and setting priorities for control of toxic substances and physical hazards; maintaining external liaisons, developing and administering the use of the work injury information system; analysing trends relating to adverse effects on health to assess effectiveness of existing control measures; and identifying development needs and priorities on the basis of technical, social and economic factors.

To properly address these tasks a number of activities were continued. Issues considered included the preparation of criteria that may be used to assign priorities for control of toxic substances in the workplace; the use of risk assessment; and alternative control strategies to substance-by-substance designation. Routine monitoring activities were implemented, encompassing review of scientific and technical literature. Trends and activities in other jurisdictions were also monitored.

The Strategic Policy Unit reviewed and analysed the final reports of studies of toxic substances. Specific control strategies have been recommended for two generic groups of substances, namely solvents and acute irritants. Further studies have been recommended for three substances, 1,3-butadiene, pentacholorophenol and 2-phenoxyethanol. Background material has been evaluated, and recommendations to initiate a contract study have been made for wood dust.

A brief summary of information about all items on the list of toxic substances, including health effects and main uses, has been prepared for consideration of control strategies. This will assist in evaluating and establishing priorities for the substances appearing on the list.

Routine monitoring activities have disclosed, on occasion, substances not already on the list of toxic substances for which adverse health effects have been reported or may be expected. Background information has been collected and reviewed for such substances so that a determination of whether they should be added to the priority list may be made.

To ensure that contact with and access to officials in other jurisdictions is maintained, an external relations officer has been added to the unit. The Strategic Policy Unit has fostered and extended contacts with other Canadian health and safety agencies, the regulating agencies in the United States such as the Occupational Safety and Health Administration (OSHA) and the Environmental Protection Agency (EPA) and with other foreign jurisdictions. Information exchange contacts have been maintained with the secretariat of the European Economic Council, the International Labour Organization (ILO) and the World Health Organization (WHO).

The Strategic Policy Unit has also arranged for officials from other jurisdictions to meet with senior officials within the division to allow for the exchange of ideas and information.

The Strategic Policy Unit provided assistance to the Industrial Accident Prevention Association in the organization of the symposium "Consultative Mechanisms in Occupational Health and Safety - An International Perspective". There was participation of government, labour and industry representatives from the Federal Republic of Germany, Sweden, the United States, other Canadian jurisdictions and the ILO.

The Strategic Policy Unit has also assisted in the preparation of Ontario's responses to conventions and recommendations of the ILO.

The Strategic Policy Unit provides statistical information to the division from the work injury information system on a regular basis and on request. The unit is in the process of upgrading the data on the work injury information system.

The Strategic Policy Unit participated in the Workplace Hazardous Materials Information System by involvement in the Regulatory Implementation Subcommittee, which reports to the Steering Committee. The unit has completed a survey of how occupational health services are currently provided within the province and has commenced a survey of the various education and training programs that are available. These surveys are seen as the first stage in the development of options for future action by the responsible authorities and agencies.

The Strategic Policy Unit has been responsible for preparing responses to two memoranda received from the Advisory Council on Occupational Health and Occupational Safety: Memorandum 83-IV,"New Chemical and Biological Agents in the Workplace: Identification and Control of Carcinogens and Potential Carcinogens" and Memorandum 84-II, "Concerning Reproductive Hazards in the Workplace".

Program Development Unit

On March 31, 1985 the Program Development Unit had a complement of 15. It reports to the executive director of the Occupational Health and Safety Division through its manager. The unit consists of a group of eight occupational health hazard analysts working under the direction of two project managers, an economic analysis group and an operational policy analyst. The primary responsibility of the economic analysis group is to advise and assist on economic and cost analysis issues in the development of designated substance and other health and safety regulations.

1984/85 Activities

In fiscal year 1984/85 the Program Development Unit completed designated substance regulations for acrylonitrile and benzene and met with officials of the advisory council to discuss the regulation for benzene prior to its completion. Summaries of information received since the public meetings and notices summarizing the changes made were published in November. The Regulations respecting Benzene and Acrylonitrile were filed on November 16, 1984 and published in The Ontario Gazette on December 1, 1984.

Unit staff continued work on the proposed regulations for arsenic and formaldehyde. Staff made field visits to determine the feasibility of specific plants meeting the proposed exposure limits for arsenic. Evaluation of additional information of health effects and exposure levels of underground mine workers was undertaken. A summary of information reviewed and a notice of changes to the proposed regulation were published in December. The minister also requested public comments on the question of inclusion of underground mines in the regulation. The submissions received were reviewed by the end of the fiscal year.

The ministry commissioned a report of an expert panel on formaldehyde to review the health effects of formaldehyde. Submissions commenting on the report were still being received at the end of the fiscal year and were being compiled and analysed by unit staff.

A proposed regulation for ethylene oxide and a revised proposed regulation for asbestos on construction projects were published in November. Prior to the publication of the ethylene oxide regulation, a task force report on a survey of ethylene oxide use in Ontario hospitals was made public. A presentation was made at a public meeting held on the proposed asbestos on construction projects regulation in December, and was followed by a period of extensive consultation with industry and labour.

In addition to the proposed asbestos regulation, unit staff began work with the Construction Safety Association of Ontario on proposed construction regulations for lead, mercury and silica.

A proposed control strategy for solvents was published in December. The comments received on this proposed control strategy and the accompanying working draft regulation are being reviewed.

Unit staff also commenced work on generic regulations for carcinogens and irritants.

Development continued on the designation of chromium and cadmium. Health effects documents for both substances were distributed for public comment. Comments on the cadmium health effects document were received and analysed.

A health effects document for styrene was completed. Notices of possible designation for nickel and coal tar products were published in July 1984 following discussion with industry and labour. Comments on both notices were received, and analysis was begun.

Staff assisted the Standards and Programs Branch to develop training programs for inspectors on administration of the acrylonitrile and benzene regulations.

In addition to working on proposed designated substances, the unit is responsible for developing background information on other occupational health hazards. Background reports prepared by external consultants were completed for epoxy resin systems and chlorine. Copies of reports from previously completed studies on aromatic amines and azo compounds, coal tar pitch volatiles and trimellitic anhydride were made available to the public. A similar report on welding hazards was completed in draft form. The studies report on the nature and extent of worker exposures, workplace monitoring, exposure limits and legislation in other jurisdictions, and societal concerns.

Studies on the hazards of wood dust in the primary, secondary and tertiary wood industries and an industrial hygiene survey of benzidine and benzidine-congener dyes in the leather-tanning, pulp and paper and textile industries were commenced.

The unit assembled preliminary information on health effects and exposure of Ontario workers to wood dust and 1,3-butadiene. Collection of similar information on pentachlorophenol was initiated.

Data sheets for acrylonitrile and benzene were prepared and distributed to the inspectorate.

An explanatory booklet for the designated substance regulations entitled Designated Substances in the Workplace: A General Guide to the Regulations was published. Work continued on explanatory booklets for lead, mercury, isocyanates, silica, acrylonitrile and benzene.

Unit staff compiled and reviewed comments received on a report on the health effects of talc commissioned by the ministry in an effort to develop a control strategy for this substance.

The operational policy analyst participated in the development and implementation of an Occupational Health and Safety Division quarterly newsletter as well as in the development of the division's semi-annual external newsletter.

Operational policies were developed for prosecution procedures and for notification prior to inspections in conjunction with the Division Standing Committee on the Administration and Enforcement of the Act and its Regulations.

A brief was prepared for the agricultural task force in regard to confined space entry, machine guarding, pesticides, roll-over protection systems and falling object protection systems. The brief was based on ministry experience in the construction, industrial and mining sectors.

A draft appeals procedure and a draft complaint investigation policy and procedure were also developed. The operational policy analyst prepared two summaries of edited legal interpretative opinions for distribution to interested parties.

A multilingual pamphlet was developed to advise workers and employers of their rights and responsibilities under section 24 of the Act. This section prohibits reprisals by employers.

Procedures were developed for the Special Studies and Services Branch concerning their role in environmental emergencies involving spills or leakages of chemicals, chemical fires or radioactive materials.

The policy analyst also assisted in the formation of the division standing committees.

The Economic Analysis Section produced monthly reports analysing the relation between labour market conditions and work injury statistics. Background industry profiles were drafted for five industries:

- o Shipbuilding and Boat Repair
- o Plastic Products
- o Wood Industries
- o Furniture and Fixtures
- o Primary Metals

Several jurisdictional comparisons were completed on specific issues, and the section responded to a number of short-term information requests from within the division. Work continued on the framework for in-depth economic analysis of costs associated with toxic substance regulation.

Occupational Health Branch

Peter L. Pelmear, MD, FFOM, CCBOM
Director

The objective of the Occupational Health Branch is to provide consultation and assistance to the inspectorate, employers and workers on the recognition, evaluation and control of health hazards in the workplace in order to promote a healthful and safe occupational environment for Ontario's workers. The branch therefore provides support services to the inspectorate branches of the Ministry of Labour, the Ministries of the Environment and Health and the Workers' Compensation Board.

The branch participates in the development of standards and guidelines to control harmful exposures in industrial environments that may adversely affect the health of workers. Senior staff have participated in the development of the designated substance regulations and have been largely responsible for the development of the codes. The branch is now engaged in auditing the medical and hygiene aspects of the control programs established under the designated substance regulations, and provides a series of chest X-rays, pulmonary function tests and blood and urine analyses.

The branch's journal, Occupational Health in Ontario, is published under the direction of an editorial board, and is available to libraries and health personnel without charge. Copies may also be purchased through the Government Bookstore. The journal provides the reader with informative insights into new scientific and medical opinions in the field of occupational health.

The Occupational Health Branch is currently in the process of completing an innovative information management system designed to enhance and improve the delivery of the branch's programs and to assist in the preparation of statistical data for many of the current branch research projects. Once complete, the system will link the collective efforts of each branch service into a central data pool and will provide an effective communications network for the numerous regional offices. The system will also be utilized in the evaluation of data for monthly and annual reports used to routinely measure and monitor productivity and efficiency.

The Occupational Health Branch program is initiated and administered through the branch's three services and a resource section, each of which reports to the director through a chief of service.

The branch's complement during fiscal year 1984/85 was 177. This was comprised of:

Administration and Resource Section - the director, a manager of program administration, an administrative assistant, a senior consultant, two physicians, two engineers, a scientist, an audiologist, a biostatistician and 14 support staff.

Medical Service - 16 physicians, 9 nurses, 21 technicians, a liaison officer, a survey organizer, an administrator and 15 support staff.

Hygiene Service - 20 hygienists and one support staff.

Laboratory Service - a chief, a principal scientist, 4 supervisors, 11 scientists, 45 technicians and five support staff.

1984/85 Activities

Resource Section

The Resource Section provides advice on current issues and occupational health problems encountered in the field. It also provides guidance notes and question/answer circulars that address OHB field consultants and division concerns regarding field investigations.

The notifications of new chemicals introduced in Ontario workplaces and submitted to the director as required by section 21 of the Act are handled by the senior consultant and the medical toxicologist. The notifications are toxicologically assessed from the data provided. Where a hazard to the health and safety of workers may exist, further reports and assessments are required. Field visits to notifying companies are also performed to evaluate workers' exposure to the new chemicals. To date, there have been 120 notifications, including 50 in 1984/85.

The two special projects, which commenced in fiscal year 1981/82, involving the assessment of hospital worker exposure to nitrous oxide, halothane and enflurane, and the assessment of worker exposure to formaldehyde, are undergoing statistical analysis.

The Noise and Vibration project, initiated in 1982/83, surveyed a foundry in 1983/84. The statistical analysis of the data from this survey and from a hard rock mine in 1984 continued in fiscal year 1984/85.

The Resource Section assists in the development of codes for designated substances and, in conjunction with the Systems and ADP Branch, is co-ordinating the utilization of a computer system to accommodate all the data received by the OHB. The computer system involves the use of mini-computers, satellite terminals and the Queen's Park data storage facility. The computer is also used by the section for the data analysis of the ongoing research projects.

Occupational Health Medical Service

This service has three sections: physicians, nurses and chest clinics. Senior medical and senior nursing consultants are located at Head Office in Toronto, with one senior medical consultant at Kingston. The other consultants are located in field offices, with the inspectorate, in Scarborough, Mississauga, London, Hamilton, Sudbury and Ottawa.

Medical Consultants

The medical consultants work with the industrial, construction and mining inspectors as well as with other members of the branch to investigate situations where health hazards may exist, to evaluate occupational health services and to advise on the establishment of medical surveillance programs. The physicians also act as consultants to the Workers' Compensation Board, hospitals and family physicians. The consultants have participated in the branch research projects and in education activities. In total, 683 field visits, 120 joint visits, and 322 air quality comments were done by the medical consultants.

Nursing Consultants

The nursing consultants work with industries and institutions to promote occupational health programs where none exist and to encourage the expansion and upgrading of existing programs.

During the 1984/85 fiscal year, the nursing consultants began to audit medical surveillance programs of workers exposed to designated substances and advised on the application of legislation related to these substances.

The year also saw the completion of the collection of health questionnaires for the anaesthetic gas and the formaldehyde projects, 8,406 and 1,777 respectively.

During 1984/85, 407 field visits were made to promote or improve occupational health services or programs. One hundred and eighty-five days were used to complete 642 medical effects questionnaires.

Source of Physician and Nursing Visits Requests

Carry over from 1983/84	232
Industrial Health and Safety Branch	167
Occupational Health Branch	71
Construction Health and Safety Branch	1
Workers' Compensation Board	307
Total	778

Physicians Visits	**Requests**	**Field Visits**	**Outstanding**
Carry Over from 83/84	232		
April	63	62	
May	69	81	
June	64	54	
July	48	68	
August	29	80	
September	48	41	
October	31	75	
November	48	60	
December	18	42	
January	26	41	
February	43	51	
March	59	28	
Total	778	683	95

Source of Nursing Visit Requests

Carry over from 83/84	0
Industrial Health and Safety Branch	5
Occupational Health Branch	655
Workers' Compensation Board	1
Total	661

Nursing Visits	Requests	Field Visits	Outstanding
Carry Over from 1983/84	0		
April	46	20	
May	64	17	
June	25	21	
July	41	39	
August	37	31	
September	66	34	
October	126	44	
November	31	33	
December	49	35	
January	38	47	
February	45	33	
March	93	53	
Total	661	407	254

Joint Visits Medical and Hygiene

	Requests	Field Visits	Outstanding
Carry Over from 1983/84	0		
April	14	9	
May	14	9	
June	12	6	
July	16	9	
August	8	14	
September	11	12	
October	7	6	
November	13	9	
December	9	6	
January	4	9	
February	19	11	
March	12	20	
Total	139	120	19

Summary of Field Visits

Source	Totals
Physicians	683
Nurses	407
Hygienists	1,515
Pre-Development Review (Engineers)	35
Liaison Officer (Chest Services)	24
Occupational Health Laboratory Technicians	1,264
Joint Visits	120
Total Field Visits	4,048

Chest Clinics

The main efforts of the chest clinic during the 1984/85 fiscal year were completion of the initial phase of a major silicosis research project with McMaster University, completion of a collection of 500 test films for an ILO pneumoconiosis X-ray reading quality control project, adjusting numerous work-flow related matters introduced by the computerization of medical surveillance and completing plans for computerization of the northern chest clinics. Special steps were also taken to ensure that industries within the program were made aware of their responsibilities in the various medical surveillance programs so that any inconsistencies could be more appropriately serviced using local clinics where ministry mobile units could serve for only part of the required procedures.

A total of 500 films were selected at random. These films were from individuals in a healthy control group as well as from workers who were known to have eventually developed pneumoconiosis. They were prepared for a system of periodic evaluation by a Canada-wide panel of physicians who had joined a pneumoconiosis reading quality control program. Computer programs and logistic plans for this operation were finalized. A pilot run will start at the beginning of the next fiscal year.

The first phase of a McMaster--Ministry of Labour silicosis study was completed with four readers making an initial rough selection of all films that were to be read subsequently in detail using the ILO pneumoconiosis code. This work involved the retrieval of large numbers of films both from storage and from the northern chest clinics.

Spirometric tracings were rated throughout the year with a unique grading scheme, which was improved during the current fiscal year after initial experience with a pilot run. This project allows examining physicians to have a readily available estimate of the quality of the tracing from which spirometric values were measured.

A summary of the ILO pneumoconiosis code was placed in all reports sent to physicians. Such a summary had not been previously available, although the reading method had been used throughout the preceding year in the southern chest clinics.

Detailed plans were finalized for computerization throughout the northern clinics. Implementation was expected at the beginning of the next fiscal year.

Considerable effort was also made to continue to improve the quality of X-ray films, to avoid spoilage of films and to improve communications to plant physicians and workers where such spoilage did occur. It was emphasized wherever necessary that the examining physician, as a recipient of radiographic and physiologic reports, was an essential link in any individual plant's medical surveillance program.

I Southern

(a) Chest X-rays

Chest X-ray examinations were carried out mainly for the surveillance of workers exposed to the three designated substances - free silica, asbestos and isocyanates. Smaller numbers of workers exposed to other respiratory hazards, such as beryllium, hard metal (tungsten carbide and cobalt), nepheline syenite and cadmium, continued on the surveillance program started in previous years.

A total of 20,959 workers were examined (Table 1). Of these, 13,718 were in silica exposure, 2,652, in asbestos exposure, 1,886 in combined silica and asbestos exposure, 169 in isocyanate exposure and 2,534 in other respiratory hazards.

Twenty-seven workers were found to have newly developed radiographically suspected silicosis (Table 2).

Newly developed radiographically suspected pulmonary parenchymal asbestosis was found in seven workers (Table 3).

One worker was suspected as having pulmonary malignancy.

Fifty-six workers were diagnosed as having dust effects, i.e. showing an X-ray pattern that was consistent with the earliest possible appearances of pneumoconiosis, but of insufficient degree to make a firm X-ray diagnosis. Such films are re-examined with special attention at appropriate intervals.

During 1984, 467 examinations were done on claimants for evaluation by the Advisory Committee on Occupational Chest Disease.

Table 1

Chest X-ray Examinations

Silica Mines	2,186
Silica Foundry	6,024
Silica Others	5,508
Asbestos	2,652
Asbestos and Silica	1,886
Isocyanates	169
Others	2,534
Total	20,959

Table 2

Silicosis

Of 13,791 workers employed in various silica exposures, radiological evidence of silicosis was reported in 64. Twenty-seven of these were newly diagnosed.

	Previously Reported	Newly Diagnosed	Total
Simple Silicosis	36	27	63
Complicated Silicosis	1	0	1
Total	37	27	64

Table 3

Asbestosis

Of 4,538 asbestos exposed workers examined, radiological evidence of asbestosis was reported in 27. Seven of these cases were discovered in 1984/85.

	Previously Reported	Newly Diagnosed	Total
Asbestos Exposure	11	5	16
Asbestos/Silica Exposure	9	2	11
Total	20	7	27

(b) Pulmonary Function Tests

The use of forced expiratory spirometry with portable spirometers continues to be one of the mainstays of the surveillance program.

The previously reported respiratory questionnaire and the fairly unique grading system for estimating the quality of spirometric tracings are now fully in use and were found to be of great assistance in making the obtained epidemiological data more accurate.

During the year, the laboratory staff analysed 20,776 spirometric tracings. The significant abnormalities are listed in Table 4. Complex pulmonary function studies at rest and on exercise were done in the Toronto Chest Clinic for the evaluation of 467 claimants to the Workers' Compensation Board.

Table 4

Pulmonary Function Tests

Exposure Group	Number of Employees	* Significant Abnormalities # Tests	% of Total
Silica Mines	1,832	44	2.4
Silica Foundry	5,954	246	4.1
Silica Others	5,716	225	3.9
Asbestos	2,550	97	3.8
Asbestos/Silica	1,821	73	4.0
Isocyanates	790	30	3.8
Others	2,113	96	4.5
Total	20,776	811	3.9

*Significant abnormalities determined by Crapo et al. Equations are categorized as moderate, moderately severe, severe obstruction or restriction, and combined obstruction with restriction.

II Northern

A total of 9,529 miners were examined (Table 5); 15 miners were found to have newly developed radiographically suspected silicosis.

The activities, results and findings for both southern and northern clinics are summarized in Table 6.

Table 5

Northern Chest Clinics

Clinical Location	Number of Workers Examined	Number of Chest X-rays	Number of Pulmonary Function Tests
Elliot Lake	2,242	2,549	2,096
Kirkland Lake	780	1,041	736
Sudbury	3,864	5,124	2,590
Timmins	2,643	3,329	2,534
Thunder Bay*	---	---	---
Total	9,529	12,043	7,956

* Figures included in southern chest clinic statistics.

Table 6

Summary (Northern and Southern Chest Clinics)

Activities	
Number of X-rays	33,002
Number of pulmonary function tests	28,732
Results and Findings	
New cases of suspected silicosis	42
New cases of suspected asbestosis	7
New cases of suspected dust effects	94
New cases of suspected other pneumoconioses	2
Suspected neoplasms	9
Suspected TB	7
Suspected sarcoidosis	14

Occupational Health Hygiene Service

The chief of service is located at Head Office in Toronto, and the occupational health hygienists in field offices with the inspectorate in Scarborough, Mississauga, Hamilton, London, Windsor, Sudbury and Ottawa. They act as consultants to the inspectorate branches of the Ministry of Labour and may also respond to requests from industry, trade unions, health units and community organizations through the inspectorate and the Workers' Compensation Board.

The service conducts field investigations of chemical, physical and other health hazards, audits exposure of workers to chemical substances and physical agents and recommends corrective action. These field visits are made to identify and evaluate workers' exposures and to recommend control measures for hazardous substances.

Engineering consultants of the service provide advice to the line branches on the quality of engineering controls during the review of plans and drawings submitted for approval and they conduct follow-up engineering investigations. The service has been actively involved with comments on assessments and control programs.

Field visits are generally unannounced, and the consultant is usually accompanied by an inspector from one of the ministry's line branches.

In total, 1,515 field visits, 120 joint visits, 925 air quality comments and 35 pre-development reviews were done by the Hygiene Service staff.

The service has provided significant input in the development of respirator codes for the designated substances. During 1984/85, five such codes were developed and reviewed. The line branch inspectors, at several regional seminars, were subsequently trained in application and use.

Source of Hygienist Visit Requests

Carry over from 1983/84	380
Industrial Health and Safety Branch	1,015
Occupational Health Branch	304
Construction Health and Safety Branch	5
Workers' Compensation Board	173
Companies	1
Administration	0
Other	31
Total	1,909

Hygienists Visits	Requests	Field Visits	Outstanding
Carry Over from 1983/84	380		
April	146	102	
May	109	124	
June	85	131	
July	127	120	
August	93	148	
September	86	100	
October	148	144	
November	164	136	
December	112	99	
January	115	154	
February	195	122	
March	149	135	
Total	1,909	1,515	394

Occupational Health Laboratory

The laboratory provides analytical and air sampling services to the medical and hygiene services of the branch. Analyses are also requested by physicians, health units, the Workers' Compensation Board and other government agencies.

Approximately 38 per cent of analyses are of blood and urine samples collected from workers exposed to hazardous substances; these samples are collected as part of medical surveillance programs. Analyses include determination of lead in blood, mercury in urine and cholinesterase in blood samples.

Analyses of filtering media used during air sampling procedures or of material samples of unknown identity or composition account for the remainder of the laboratory's caseload.

In this year approximately 39 per cent of all analyses were directly or indirectly related to the nine designated substances for which regulations have been filed.

Some new analytical methods were developed and many old ones were reviewed and improved. This enabled the laboratory to keep abreast of the technical requirements of air quality assessments in general, and to analyse and identify new occupational health hazards.

A total of 1,264 field visits were made by the occupational health technicians to sample the exposure levels of workers to chemical substances and physical agents at the request of branch consultants. They have also participated in the branch research projects.

The service has developed the codes for air sampling and analyses for designated substances regulations; has advised on procedures to deal with methods equivalent to those in the codes; has maintained a proficiency testing program with private laboratories for air samples generated in the laboratory; has maintained and expanded a similar proficiency testing program for clinical samples; and has extended its existing program to computerize all analytical data generated. The computerization, in particular, has allowed more efficient recall of past data and greater flexibility in statistical manipulations of data to determine hazardous occupations.

Environmental Assessment Requests

Carry over from 1983/84	415
Industrial Health and Safety Branch	1
Occupational Health Branch	1,087
Total	1,503

Environmental Assessments	Requests	Field Visits	Outstanding
Carry Over	415		
April	91	100	
May	111	142	
June	77	118	
July	103	108	
August	61	121	
September	64	81	
October	91	102	
November	127	94	
December	75	70	
January	94	139	
February	94	100	
March	100	89	
Total	1,503	1,264	239

Summary of Analyses

Clinical Samples	31,899
Materials Samples	2,482
Air Samples	39,075
Physical Agents	10,804
Total Number of Analyses	84,260
Samples sent to Private Laboratories for Proficiency Testing	946

Analyses	Physical Agents	Air Samples	Bulk Samples	Clinical Samples	Total
Acrylonitrile	0	129	15	0	144
Asbestos	1,105	8	400	0	1,513
Benzene	0	246	21	0	267
Benzene Solubles	0	345	0	0	345
Cristobalite	0	12	0	0	12
Isocyanates	0	2,266	15	0	2,281
Lead	0	1,328	68	22,102	23,498
Mercury	0	192	6	3,032	3,230
Silica (Quartz)	0	1,102	242	0	1,344
Vinyl Chloride	0	205	3	0	208
Other	9,699	33,242	1,712	6,765	51,418
Total	10,804	39,075	2,482	31,899	84,260

Materials: Summary of Source

IHSB	152	Special Surveys	49
OHB	617	Ministry of Health	4
MHSB	54	Solicitor General	1
CHSB	44	CSAO	1
Health Units	22	Other	2
		Total	946

Construction Health and Safety Branch

D.M. Pizak, P. Eng
Director

The Construction Health and Safety Branch is responsible for encouraging construction employers and workers to implement the most appropriate measures and procedures that would reduce the incidence of accidents and illnesses associated with construction operations across the province. The branch administers and enforces the requirements of the Occupational Health and Safety Act, R.S.O. 1980, C.321 and Regulations for Construction Projects. This legislation applies to a dynamic industry with a work force estimated to be 243,000 during the fiscal year 1984/85. The industry encompasses activities such as erection, alteration, repair and demolition of buildings and structures, the construction of shafts and tunnels, including work in compressed air, on highways, railways, sewers and watermains and working with conductors of electrical energy, solids, liquids or gases. The branch is also responsible for ensuring that workers engaged in window cleaning operations comply with legislation enacted during the fiscal year 1983/84.

Officials of the branch engage in continuous dialogue with the construction industry by pre-construction consultations, consultation in the workplace during construction and by active participation at meetings convened by district and regional health and safety committees. Both labour and management in the construction industry have recognized the advantages of working co-operatively with the branch to advance the principles contained in the Act and construction regulations. They have established district and regional committees comprising labour and management representatives from a variety of construction trades. Their focal point is the Provincial Labour-Management Health and Safety Committee based in Toronto. The branch director attends monthly meetings of this committee and takes an active role in assisting its members in their understanding of the Act and Regulations for Construction Projects. He also presents the ministry's views on health and safety in the construction industry. In addition, he attends quarterly meetings of joint regional/provincial health and safety committees. Branch officials at all levels similarly participate at monthly meetings of local district and regional health and safety committees.

Officers of the branch inspect construction projects at regular intervals. When potential health or safety hazards are identified, every effort is made to encourage workers and management representatives to correct problems. They are directed to comply with the legislation in order to eliminate the hazards. However, other strategies, including prosecutions, are sometimes necessary to obtain compliance, particularly when the identified hazards could result in serious or fatal injuries to workers. Consultations on projects afford workers who do not have union affiliation with opportunities to understand the specific requirements of the legislation.

The branch investigates the circumstances related to fatal, critical and serious accidents. The branch also investigates "near misses" involving the use of heavy equipment and machinery where no personal injuries are sustained. It is also the policy of the branch to investigate every complaint concerning construction activity regardless of the nature of the

complaint and without revealing the identity of the complainant. Branch officials investigate situations where workers refuse work that they consider to be a danger to their health and safety. During 1984/85, the branch received two notices of work refusals.

Branch Organization

The branch is organized into four subdivisions for purposes of administration, with the director centrally located in Head Office. He is assisted by a senior consultant, three regional administrators and a Manager of Program Administration. The three administrators are responsible for the operational activities of local district construction safety managers, who supervise teams of construction safety officers within each of the three regions. A specialist team responsible for inspecting underground construction operations throughout the province is located in the Head Office. Regional engineers provide a technical consultation service to line managers and officers within the region to which they have been assigned. The senior consultant and manager of program administration provide technical and administrative support to the director and line staff of the branch.

On March 31, 1985 the Construction Health and Safety Branch had a total complement of 110 staff, comprising one director, three regional administrators, 16 district managers, four regional engineers, 73 field inspectors, five technical administrative management and eight clerical support staff.

1984/85 Activities

During the 1984/85 fiscal year, construction health and safety officers completed 55,726 inspections of construction projects, a decrease of about 10.05 per cent from the previous 1983/84 fiscal year. A total of 23,552 orders were issued during these inspections, compared with 24,687 during the previous fiscal year. Included in the total number of inspections were 1,015 inspections of 188 underground projects. A total of 397 orders were issued during these underground inspections.

Although there has been a declining trend in the occurrence of fatal accidents in construction since the existing legislation was enacted in 1978/79, there has been an increase in fatal accidents occurring during certain intervening years that is a matter of concern to the branch. During 1978/79 and 1981/82, 37 fatalities occurred, 25 during 1983/84, and 31 during the current fiscal year 1984/85.

During the year, the branch undertook a review of its management information requirements, which resulted in a recommendation for a revised management information system. The revised system would permit the branch to provide additional assistance to the construction industry. One important feature of the new system will be the compilation of statistics on accident causal analysis. A mechanism will then be created for the development of strategies for prevention of accidents. In addition, the new system will permit the branch to prepare case histories and other related bulletins on accidents. This information will be shared with the construction industry. Increased awareness of the requirements of the legislation by a larger segment of the industry could result in a reduction of health and safety hazards in the construction workplace.

Underground Project Inspection Summary
April 1, 1984 to March 31, 1985

	Projects under inspection	Completed during year	C/F to next year	Length of Tunnel feet: Less than 60" diam.	Length of Tunnel feet: 60" diam. and over	Projects under Compressed Air	No. of Inspecs.	No. of Directs.	No. of Inspections with no Directions
Long tunnels	137	104	33	4,491	11,724	1	899	366	705
Jacked & Bored tunnels	26	12	14	2,726	140		72	27	49
Other underground structures	25	14	11	-	-	-	44	4	40
Totals	188	130	58	7,217	11,864	1	1,015	397	794

Projects Under Compressed Air
April 1, 1984 to March 31, 1985

No.	Location	Pressure: Min.	Pressure: Max.	No. of Decompressions: Shift Workers	No. of Decompressions: Supervisors Etc.	No. of Decompressions: Total	No. of Cases of Decompression Sickness
84/117	Ajax	4	11	96	40	136	-
Totals		4	11	96	40	136	-

Legislation Review

The branch is undertaking an ongoing legislative review process. During the fiscal year 1984/85, the branch prepared a second draft of amendments to the Regulations for Construction Projects after receiving comments from sectors of the construction industry on an earlier draft. It is expected that a final draft will be completed and promulgated during the fiscal year 1985/86.

Inspection and Fatality Data	1984/85	1983/84
Complement	110	114
Workers in the Work Force	243,000	248,500
Projects/Establishments	11,545	10,727
Non-Fatal Accidents Reported	8,663	9,547
Accidents Investigated	838	834
Fatalities Investigated	31	25
Refusals to Work Investigated	2	Nil
Complaints Investigated	1,256	1,113
Inspections	55,726	61,954
Orders Issued	23,552	24,687
Repeat Orders	3,425	3,511
Stop Work Orders Issued	615	563
Consultations	905	601
Case Prosecutions	238	309
Convictions	199	261
Fines	$260,091	$274,235
Revenue	Nil	Nil

Industrial Health and Safety Branch

W.S. Melinyshyn, P. Eng
Director

The Industrial Health and Safety Branch is responsible for ensuring implementation of effective occupational health and safety programs designed to reduce the incidence of illness or injury caused by industrial activities and processes across the province. The branch administers and enforces the Occupational Health and Safety Act and Regulations for Industrial Establishments, and the Designated Substance Regulations.

The Act applies to an estimated 3.3 million workers in more than 150,000 industrial establishments/institutions in this province, including those employed in industry, logging, hospitals, schools, colleges, universities, police, fire, detention and correctional institutions, transportation and municipalities.

Officers of the branch inspect workplaces at various intervals and always in conjunction with a system supporting self-regulation and involvement by labour and management. Employers and employees themselves have the primary responsibility of occupational health and safety programs in their workplaces, and are encouraged to meet their individual responsibilities.

The branch conducts investigations into deaths, critical injuries, serious accidents and complaints about working conditions as well as into

situations where workers refuse to work because they have reason to believe that their health or safety is endangered and they have been unable to resolve the issue with the employer and worker representatives.

The increasing use of toxic chemicals and agents in the workplace requires careful monitoring to establish controls of potential health hazards. The branch, in co-operation with the Occupational Health Branch, arranges health surveys of establishments where these particular hazards may occur and, based upon the findings, takes appropriate action. The branch officials devote particular attention to the implementation of the designated substance regulations as they become law.

Professional engineers on staff with the branch review drawings of new industrial buildings or proposed alterations to existing structures and provide professional technical expertise to ensure compliance with the Act and regulations.

On March 31, 1985 the Industrial Health and Safety Branch had a staff of 175, including one director, 164 field staff and 10 support staff.

1984/85 Activities

During the year, officials of the Industrial Health and Safety Branch completed 40,445 inspections, 6,040 investigations and issued a total of 50,643 orders. The number of fatalities in establishments under the branch's jursidiction decreased from 48 to 46. Of these, 38 occurred in industrial workplaces and eight occurred at logging operations.

Hazard Alerts

The Industrial Health and Safety Branch has adopted a system of Hazard Alerts specifically directed at certain areas causing problems. Areas where alerts have been issued during the fiscal year 1984/85 are:

1) Toxic Fumes from Welding on Surfaces with Protective Coatings
2) Waste Shredder Compactor
3) Lathe Turnings
4) Road Tanker Explosion
5) Explosion of Tires During Repair

Data Base Expansion

The branch has developed a computerized system to enhance its ability to register new companies by utilizing Workers' Compensation Board computer file data. Full implementation and cyclical inspections will begin in the 1985/86 fiscal year.

Designated Substance Initial Information Package

While earlier procedures provided for telephoning employers to inform them of the coming into effect of new designated substance regulations, a more efficient approach was developed to inform potential users and to stimulate early compliance. The procedure for handling newly designated substance regulations now provides for the distribution of an Initial Information Package to the workplace. The package consists of an introductory letter, which outlines the basic requirements of the new regulation, a compliance notification questionnaire and a copy of the regulation. This procedure was implemented when the regulations for benzene and acrylonitrile became law on November 16, 1984.

Designated Substance Monitoring

The branch computer system was expanded in 1984 to incorporate compliance information on designated substance workplaces. Reports can now be produced listing the compliance status in each workplace known to the branch to be using a designated substance. These monthly reports now serve as a management tool for the inspectorate as well as a source of statistical information.

Analysis of Non-Fatal Accident Reports

(Industrial Health and Safety Branch 1984/85 Files)

Accident Group	Number of Industrial Establishments		Number of Production Employees		Number of Accidents Reported	
Nil	50,374	(6,080)	408,812	(118,149)	-	-
1-5	14,535	(3,994)	453,391	(206,788)	27,629	(8,847)
Over 5	3,277	(2,166)	635,940	(511,719)	58,109	(45,354)
Total	68,186	(12,240)	1,498,143	(836,656)	85,738	(54,201)

(Figures in brackets refer to unionized industrial establishments)

Inspection and Fatality Data	1984/85	1983/84
Complement	175	177
* Workers in the Employed Labour Force	3,300,000	2,900,000
Projects/Establishments	150,000	150,000
Non-Fatal Accidents Reported	85,738	83,993
Accidents Investigated	874	849
Fatalities Investigated	46	48
Refusals to Work Investigated	281	131
Complaints Investigated	1,016**	109
Telphone Enquiries	54,165	N/A
Consultations	882	N/A
Appearance at Inquest or Trial	218	N/A
Other Investigations	3,815	4,146
Inspections	40,445	38,014
Orders Issued	50,643	48,881
Repeat Orders	5,418	4,876
Stop Work Orders Issued	924	840
Pre-Development Review (Plans Review)	2,659	2,236
Case Prosecutions	91	88
Convictions	50	67
Fines	$144,250	$214,025
Revenue	$611,113	$611,113

* Updated work force figures - Source: Statistics Canada Labour Force Report (July 1984) and Employment, Earnings and Hours Report (August 1984).

**Note: 1984/85 Statistics

The manual system of reporting has been replaced by computer reporting. The coding system has been refined and expanded to accommodate all field activities.

Mining Health and Safety Branch

P.B. McCrodan, P. Eng
Director

The Mining Health and Safety Branch encourages employers and workers in the mining industry to prevent accidents and health problems through co-operative identification and control of health and safety hazards in mining and mine-related workplaces in Ontario.

The branch's activities apply to 160 underground mines, 65 open-pit mines, 6,315 sand and gravel pits and quarries, 63 metallurgical and ore processing plants and 55 clay, shale and peat workings. These establishments employ approximately 46,669 people.

The branch administers the Occupational Health and Safety Act, R.S.O. 1980, C.321, Revised Regulations of Ontario 569/83 for Mines and Mining Plants, and designated substances regulations.

The Mining Health and Safety Branch has a complement of 91, including nine mine rescue training officers. This complement of 91 engineers, inspectors, technicians, mine rescue training officers and clerical support staff covers four engineering disciplines - mining, electrical-mechanical, working environment and metallurgy.

1984/85 Activities

The branch's programs promote safe work conditions, practices and measures to minimize health and safety hazards in the mining environment. They are carried out within a complex framework of inspections, investigations and consultations.

Inspection Program

The inspection program is an ongoing program to audit compliance with the Act and regulations.

All active workplaces in all operations are inspected for compliance. Types of operations inspected are:

Type of Operation as of March 31, 1984	Active Operations	No. of Employees
Mines	160	23,945
Open Pits	65	1,901
Quarries	398	3,195
Metallurgical Plants	30	7,788
Metallurgical Labs	11	445
Clay and Shale Pits	34	99
Peat Workings	21	61
Sand and Gravel Pits	5,917	8,726
Diamond Drilling	38	147
Aggregate Plants	22	362
Brine Wells	1	-
Total	6,697	46,669

Many pits are worked only on an intermittent basis, and so would not be inspected regularly throughout the year. The objective is to visit each mine three times per year; sand and gravel pits are checked twice per year and inspected if they are found active; other operations are inspected two or three times per year.

In 1984/85, 4,930 inspections were made.

Orders are issued when contraventions have been identified.

In 1984/85, 4,690 orders were issued.

Orders are followed up to ensure compliance and prosecutions undertaken where appropriate.

Investigation Program

The Mining Health and Safety Branch carries out investigations of all fatal accidents, serious accidents, unusual occurrences, refusals to work and other occupational health and safety complaints from workers in the mining sector. Ministry staff may be reached 24 hours a day to investigate fatalities, serious accidents or refusals to work.

All fatalities are investigated, and detailed reports of the investigations are published. During the fiscal year 1984/85, 15 fatalities were investigated.

The branch has developed a computer program to collect and analyse data on the types of non-fatal injuries reported and/or the cause of serious accidents and unusual occurrences.

The branch investigates cases of refusals to work that have been reported to them by employers, workers or their representatives. There were 24 investigations into work refusals in 1984/85. The branch staff also investigates other complaints concerning unsafe or unhealthy conditions.

Legislation Review

Legislation is under continual review as a result of investigations into critical injuries and fatalities. The Regulations for Mines and Mining Plants are closely scrutinized for technical currency, consistency and applicability by the branch's engineering staff, not only as a result of investigations, but as a result of pre-development reviews of employers' projects and engineering reviews of mines and plants.

The Ministry of Labour maintains the Mining Legislative Review Committee to regularly review the regulations and to make recommendations for revisions to the Minister of Labour. The committee consists of an equal number of representatives from the mining industry and the labour unions and is chaired by Mr. P. Hess, Q.C., formerly director of the ministry's Legal Branch, who has extensive experience in drafting legislation. The committee meets as required to discuss proposed changes. During 1984/85, 74 new or revised sections of the regulations were recommended to the minister, filed and gazetted.

The continued functioning of the committee has given Ontario a mechanism for maintaining its mining health and safety regulations in a technically current and up-dated form on an ongoing basis. With strong input from both the industry and labour representatives, the legislation has achieved a high level of acceptance and credibility, and has become a model that other jurisdictions in Canada and abroad are using for their own legislation.

Wire Rope Testing

By statute, all wire rope used in hoisting installations must be tested by the Government of Ontario Wire Rope Testing Laboratory before use and at intervals during service. Each wire rope is examined for corrosion and lubrication and tested for wire ductility and total wire rope strength. There are three tensile machines available to the laboratory for these breaking tests, a 600,000-pound machine in the Whitney Block, Toronto, and 400,000 and 1,000,000-pound machines at the University of Toronto. During 1984/85, the laboratory completed 948 tests.

Environmental Surveys

In 1984/85 ministry inspectors conducted 51 surveys and 491 inspection/audits. Nine inspectors, specializing in environmental health, conduct surveys twice yearly at each mine. Measurements are made for total dust, silica, oxygen, carbon monoxide, sulphur dioxide, diesel emissions, heavy metal, noise, etc. During 1984/85, the ministry conducted a study of exposure to arsenic in selected underground mines in Ontario. In addition to these activities the ministry inspectors audit company data on workplace concentrations of designated substances and toxic substances.

Education and Guidance - Regulation Modules

The Mining Health and Safety Branch provides, through formal and informal discussions, education and guidance on health and safety matters to employers and employees in the mining industry.

The branch prepares Information Sheets and Hazard Alerts, which serve as supplementary explanatory material on the regulations for use by branch inspectors and by the mining industry.

The Mining Health and Safety Branch is developing training materials dealing with various aspects of the Occupational Health and Safety Act and Regulations for Mines and Mining Plants. These modular sound-slide programs are available for use in the training of supervisors, members of health and safety committees and worker inspectors. The first 30 modules are being used and evaluated by industry and labour. The final stage of this project, which will involve the production of nine new modules, will be completed by July 31, 1985. A review of all modules, with input from labour and management, will be undertaken in 1986.

This program is being developed in conjunction with the Mines Accident Prevention Association of Ontario (MAPAO), and in consultation with the mining unions.

The modules are being made available to labour and management in the industry through the Mines Accident Prevention Association of Ontario (MAPAO).

Predevelopment Review

The mining regulations of the Occupational Health and Safety Act specify that the Mining Health and Safety Branch director must receive notification of all new developments or construction, introduction of new process technology, use of new methods of construction or of equipment installation, major alterations of mining techniques or technology or the making of major additions or alterations. Branch staff then review the plans to reduce the possibility of built-in occupational health and safety hazards. Employees receive notification of the new developments at the same time as the director.

Mine Rescue Program

This program trains specialists at each mine in the direction and control of special mine rescue procedures.

The director of the Mining Health and Safety Branch has overall responsibility for the mine rescue program in Ontario. The training officers maintain a number of stations and substations equipped with breathing apparatus and firefighting equipment, as well as other emergency equipment and supplies, to respond immediately to any mine emergency. Mine rescue training officers train specialists at each mine in the direction and control of special mine rescue procedures.

The Mine Rescue Program aims to maintain a high level of preparedness for dealing with mine catastrophes through training of rescue teams and maintenance of rescue equipment.

This program is funded by assessment on the mining industry through the Workers' Compensation Board.

Eight mine rescue training officers and a senior officer divide their time between training new miners in mine rescue techniques, holding refresher training courses to keep active mine rescue personnel prepared to handle rescue emergencies and fires, checking and maintaining mine rescue breathing apparatus in manned and unmanned rescue stations and holding mine rescue competitions to allow trained rescue personnel to test their preparedness.

During 1984/85, 670 men participated in the mine rescue training program, and 28 seven-man teams competed in eight district mine rescue competitions. Twenty-five fires were responded to in addition to many calls to be on the alert for emergencies or fire drills.

In 1984 there were 701 active men in training and 189 supervisors. This involved 704 eight-hour training days, 6,162 eight-hour man-days of training. This total does not include extra district and provincial competition training or emergency assistance.

The branch will be improving its emergency preparedness capabilities for non-fire emergencies. New equipment for monitoring and locating trapped miners is being considered for acquisition along with lifting bags, special jacks and low profile portable cutting and prying equipment.

Hazard Identification and Elimination Program

The purpose of this ongoing program is to establish priorities relating to occupational health and safety hazards in mines and mining plants and to develop strategies to minimize such hazards. The branch reviews all serious and recurring incidents, identifies causes and takes whatever remedial action thought to be appropriate.

Hazards Alerts, which are short-illustrated warnings about a hazard or improper practice, are published in co-operation with the Mines Accident Prevention Association of Ontario (MAPAO) at a frequency of one every two months. These alerts address topics such as portable compressors, surface working faces and mine hoist brakes.

Recommendations of the Burkett Commission

The branch is continuing to act upon the commission's recommendations, many of which involve ongoing efforts on the part of the Mining Health and Safety Branch and the mining industry. The minister received recommendations from a labour-management committee appointed to determine what issues should be addressed in a follow-up inquiry.

Recommendations pertaining to ground control and emergency preparedness were given to an advisory committee appointed by the minister to investigate all related matters and to recommend specific action by industry and governments to reduce hazards to workers and to take effective action in emergency situations.

The Ministry of Labour held three meetings with union representatives, the Ontario Mining Association and the Mines Accident Prevention Association (MAPAO). Following receipt and analysis of submissions from the interested parties, the minister will determine what kind of follow-up should be conducted with respect to those few Burkett recommendations that have yet to be fully implemented.

Jurisdiction in Uranium Mines

A federal-provincial agreement was reached this year that provides uranium miners in the province with the same occupational health and safety protection as that applying to other Ontario miners. Prior to this agreement, uranium miners, who are under federal jurisdiction, were subject to different conventional health and safety regulations than were all other Ontario miners, who are under provincial jurisdiction. The Ontario Ministry of Labour will now provide inspection, administrative, enforcement and related services in uranium mining facilities in Ontario in relation to the regulations on behalf of the federal government.

Joint Activities with Outside Agencies

The branch has entered into a number of joint initiatives with outside agencies. These initiatives include a) a diesel emissions program, b) a mine rescue program, and c) a wire rope testing program. These activities involve the sharing of information with outside agencies both in Canada and elsewhere. Currently, a United States Bureau of Mines/CANMET/ Ministry of Labour agreement is being negotiated on ground control to improve the transfer of technology and to allow each group to contribute to subjects of mutual interest such as rockbursting, monitoring, instrumentation development and evaluation.

Mining Health and Safety Data

Statistics from April 1, 1984 - March 31, 1985

	1984/85	1983/84
Complement	91	91
Number of Workers	46,669	53,084
in Mines	37,943	43,994
in Sand and Gravel Pits	8,726	9,090
Number of Underground Mines	160	159
Number of Surface Mines	65	64
Number of Pits and Quarries	6,315	6,024
Number of Metallurgical and Ore Processing Plants	63	62
Number of Clay, Shale and Peat Workings	55	53
Number of Inspection Reports	4,930	5,210
Total Inspection Hours Spent Investigating Complaints	1,918	2,009
Total Inspection Hours Spent on Pre-Development Review	10,098	12,150
Number of Orders Issued	4,690	5,005
Number of Stop Work Orders	127	56
Prosecution Cases	4	1
Number of Convictions	3	1
Value of Fines Collected	$4,603	$ 5,000
Refusals to Work Investigated	25	7
Number of Mine Rescue Stations	8	8
Number of Mine Rescue Substations	31	31
Miners Under Training in Mine Rescue	670*	877*
Wire Rope Tests	948	939
Non Fatal Accidents Reported in Mines	1,554	1,759
* Pits and Quarries	329*	286*
Number of Serious Accident Investigations	56	110
Number of Fatalities	15	9
Underground	14	6
Surface	-	1
Metallurgical	-	1
Sand and Gravel Pits	1	1
Quarries	-	-
Revenue		
Wire Rope Testing	$177,500	$159,200

* These figures are for the period January 1 - December 31.

Special Studies and Services Branch

Geoffrey R. Wright, P.Eng., Ph.D.
Director

This branch is concerned primarily with programs to prevent occupational illness and injury. Its responsibilities are:

- to support the development of divisional regulatory strategies by:

  (a) acting as a resource to the division on the long-term health effects of exposure to various toxic or hazardous agents;

  (b) keeping abreast of world literature on the causes and prevention of occupationally-related diseases and injuries;

- to carry out short or long-term investigations of health problems associated with occupational exposure to hazardous agents;
- to evaluate the health of particular groups of workers, such as uranium miners and workers exposed to silica or asbestos;
- to conduct and/or sponsor research related to problems of occupational exposure to hazardous agents and to evaluate the health status of exposed workers;
- to monitor the use of radioactive materials insofar as the province has jurisdiction;
- to conduct studies and research in the area of occupational safety, and to act as a resource in matters relating to the safety of work procedures;
- to assist in preparing contingency plans by providing technical support and planning for emergencies relating to nuclear generating stations.

Activities and services to meet the branch objective are conducted by four separate, but interrelated, services: Health Studies Service, Safety Studies Service, Radiation Protection Service and Radiation Protection Laboratory.

On March 31, 1985 the Special Studies and Services Branch had a complement of 77: Radiation Protection Service, 21, Radiation Protection Laboratory, 22, Health Studies Service, 22, Safety Studies Service, eight, and Administration, four.

1984/85 Activities

Health Studies Service

This service provides information and consultation on the possible long-term health effects of various agents associated with industrial processes, and makes recommendations for levels of exposure in industry.

The service co-operates with other branches as well as with the Workers' Compensation Board, the Ministry of the Environment, the Ministry of Health, the Atomic Energy Control Board and other groups concerned with the health of workers and the effects of industrial pollution on the general community. Three studies were completed in 1984/85.

A major activity of the service is the preparation of health effects documents on chemicals either proposed for designation or under review by the Ministry of Labour. Five health effects documents were prepared in 1984/85.

Support for other ministries, particularly the Ministries of the Environment and Health, and for medical officers of health, consists of the provision of advice on toxic effects, mainly for population groups exposed to chemical or physical agents in air or drinking water. Twenty-one health criteria reports were prepared in 1984/85 for the Ministry of the Environment. Also, advice was provided on emergency situations to the Ministry of the Environment.

The service has a complement of nine medical consultants, two statisticians, three scientific consultants and eight support staff.

Safety Studies Service

This service undertakes multidisciplinary research of factors that contribute to occupational accidents and diseases. Its staff includes six professionals representing engineering, ergonomics, biomechanics, applied physiology, and psychology. This multidisciplinary approach allows insight into the short and long-term effects of various actions, procedures, equipment and environmental factors in the workplace. Staff act in a consultative capacity for the line branches by preparing technical reports following work site visits and by giving seminars on safety related topics. Research objectives are formulated to provide information on applied problems in order to reduce occupational injuries and diseases within the province. The objectives are achieved through the combined use of existing information and self initiated data collection. The information obtained is disseminated through the consultative role of the service, seminars and in published format.

Some areas of study activity include commercial diving, manual materials handling, repetitive strain injury, shiftwork, heat stress, degenerative disease of the lumbar spine, fall protection, physically disabled individuals and the ergonomic considerations of office work, including visual display terminals.

Particular activities of the service include:

- work site visits related to: the safe lifting of objects, proper design and use of hand tools, and occupational stress and office ergonomics.
- development of technical material related to: commercial diving regulations, and psychomotor performance.

Seminars have been presented on:

- stress reduction;
- work physiology;
- ergonomics;
- ergonomic design of the office environment;
- heat stress;
- repetitive strain injury.

Radiation Protection Service

The service's responsibility is to protect the public from unnecessary exposure to radiation in working and living environments in the province's jurisdiction. In addition, all scientific and technical staff in the Radiation Protection Service perform key functions in the provincial nuclear off-site contingency plan, which would be put into effect in the event of an accident at a nuclear reactor facility.

Ongoing programs of the service during 1984/85 have been:

- safety inspection of X-ray installations in industry, education and veterinary practice (115 X-ray facilities inspected, and 79 plans checked for adequacy of radiation shielding);
- safety inspection of commercial microwave ovens (437 ovens checked for radiation leakage);
- on behalf of the Ministry of Housing, measurements of radon daughter concentrations occurring in newly constructed houses in Elliot Lake and Bancroft for compliance with a standard in O/Reg 555/78 under the Building Code Act (one new house was checked; 1,024 houses, rechecked);
- investigation and follow-up of two cases of possible X-ray over-exposure, and monitoring of 69 instances of high personal dosimeter readings;
- 107 visits were made to conduct safety inspections of 62 locations where some form of non-ionizing radiation was being used (radio frequencies, microwaves, ultra-violet light, laser devices). A number of these locations were indentified in a survey conducted in previous years.
- inspection of a number of locations for radioisotopic contamination on request;
- technical and operational planning for possible releases of radioactive material from nuclear power plants or transportation accidents involving radioisotope shipments;
- maintenance of a network of 82 environmental radioactivity monitors to access the impact of a release from a reactor in Ontario or from U.S. reactors in close proximity to this province. Includes quarterly exchange and readout of detectors from the 82 environmental monitors;
- maintenance of environmental radioactivity data on computer to allow rapid access to records in the event of a release from a nuclear installation;
- providing advice, information and assistance to industry, government agencies and the public on all aspects of radiation protection.

Work has continued in the development of new methods of measurement, evaluation of new instruments, construction of special instruments, maintenance and calibration of equipment and development of instrument calibration facilities with a view to more complete, reliable and faster evaluation of radiological hazards.

A revised draft has been prepared of a new X-ray Safety Regulation. It has been circulated for comments from interested parties.

Investigation and assessment of new radiation hazards, particularly the various forms of non-ionizing radiation, has continued.

Radiation Protection Laboratory

This laboratory provides a capability for the analysis of a wide range of radioactive substances, and serves all provincial agencies charged with the responsibility for programs associated with the surveillance of uranium mining, milling and processing plants, nuclear reactors and other facilities that use radioactive isotopes.

The laboratory provides technical advice to provincial agencies and to industry on establishing or improving their analytical capability, on interpreting results and on designing surveillance programs. Methodology development and improvement is a continuous process.

During the year, a total of 23,137 measurements were carried out for these various programs.

A breakdown of the measurements carried out on the various types of samples is shown in the following Table:

Type of Samples Analysed During 1984/85

Type of Sample	No. of Measurements
1. Water	10,027
2. Air filter	5,778
3. Air filter extracts	2,266
4. Urine	2,202
5. Swipes	1,160
6. Milk	420
7. Dust/sediment	350
8. Precipitation	201
9. Fish	200
10. Tritium cells	158
11. Radon daughter counting equipment	126
12. Blood, hair, tissue	79
13. Air	58
14. Foodstuff	30
15. Radioiodine cartridges	23
16. Miscellaneous	59
Total	23,137

Work on the development of methodology continued and included improving the procedures for,

- sampling carbon-14 and tritium around nuclear reactor facilities;
- measuring uranium and thorium by anion exchange and alpa spectrometry techniques;
- measuring alpha and beta emitters by liquid scintillation counting;
- carrying out statistical analyses on laboratory data;
- measuring alpha and beta emitters using a recently developed ten-planchet counter system.

A total of 1,708 measurements were carried out in support of the Ministry of the Environment's International Joint Commission Great Lakes surveillance program.

Interlaboratory comparison measurements were carried out regularly during the year between the United States Environmental Protection Agency, the International Atomic Energy Agency and the Atomic Energy Control Board.

The laboratory has a complement of 22, which includes scientists, technicians and support staff.

Standards and Programs Branch

Alan D. Heath
Director

The responsibilities of this branch are to assemble and analyse data on workplace hazards other than toxic substances, to co-ordinate the development of programs to control the exposure of workers to hazards in specific economic sectors and to co-ordinate the development and evaluation of Occupational Health and Safety Division policies and programs on behalf of the executive director.

On March 31, 1985 the branch had a complement of 61.

1984/85 Activities

In fiscal year 1984/85 staff within the branch:

- consulted with and provided technical support to firefighters, fire chiefs and relevant agencies regarding development of regulations for protective equipment for firefighters;
- continued to train the Ministry of Labour inspectorate in the administration of the Regulation Respecting Protective Equipment for Fire Fighters and the Ontario Code for the Head Protection of Fire Fighters;
- reviewed the revised Part IV of the Ontario Fire Code;
- published Ontario Regulation 307/84 extending the Occupational Health and Safety Act to university academics and teaching assistants;
- published Ontario Regulation 191/84 extending the Occupational Health and Safety Act to teachers;
- participated in the deliberations of the Ontario Police Health and Safety Committee;
- participated in the drafting of material for a Regulation for Health Care Facilities. The Health Care Occupational Health and Safety Regulation Development committee has been established by the minister for this purpose. This committee comprises representatives from labour and management;
- revised the Proposed Regulation for Underwater Diving to reflect comments of interested and affected parties. Prepared final draft of regulation for submission to cabinet;
- chaired division standing committee to prepare a core regulation that will apply to extended coverage workplaces;

- chaired a division task force to develop a regulatory strategy for window cleaners;
- participated in development of a regulation for roll-over protective structures;
- participated on committees developing training strategies and personal protective equipment requirements for Ministry of Labour inspectorate;
- continued to assist in and co-ordinate the development and preparation of improved Managing By Results (MBR) objectives, indicators and measures for all program areas in the division;
- provided assistance in the development of an acceptable MBR reporting process for the Canadian Institute for Radiation Safety (CAIRS), a joint federally and provincially funded institute;
- co-ordinated the development and preparation of the 1985/86 estimates planning submission for the Occupational Health and Safety Division;
- continued to provide planning support, specifically in terms of statistical data, to all staff in the division working on developing controls for toxic substances;
- prepared a status report on recommendations made to the minister by the Advisory Council on Occupational Health and Occupational Safety;
- provided input into the working groups of the Workplace Hazardous Materials Information System Project, a tripartite national effort to develop an information and training system for labelling hazardous substances in the workplace;
- co-ordinated the development of improved monthly report formats for the Special Studies and Services Branch, the Standards and Programs Branch and the Occupational Health Branch;
- assisted in the preparation of documentation related to the Occupational Health Branch computer system (MESU) for presentation to Management Board of Cabinet;
- provided statistical assistance on special projects, such as the second pesticides survey and the development of improved prosecution statistics compilation;
- provided assistance to division branches for ongoing fiscal planning and budgeting review;
- provided assistance to the division Steering Committee on Information Systems, specifically in terms of the registration of new employers project;
- provided support to the Office of the Executive Director in the ongoing review and analysis of division positions, vacancies and salary dollars for the position reconciliation project;
- continued to provide support to the line branches by: maintaining the editing, coding and processing functions of Inspection Reports, Notice of Projects and Employer's Report of Accidental Injury or Industrial Disease; maintaining the Industrial, Construction and Mining Health and Safety Branch filing system and providing information to the inspectorate for follow-up on inspections and investigations;
- continued to provide administrative support to various units within the division through the operation of a word processing centre;
- continued to operate the occupational health and safety information line;

- developed and maintained an inventory control system of division publications and forms used by the inspectorate;
- developed and distributed process flow sheets for processes in which the designated substances are used;
- co-ordinated and delivered to staff of the ministry, seminars and training materials on designated substances regulations made under the Occupational Health and Safety Act;
- developed and presented training sessions on pesticides to the ministry inspectorate. Developed video training programs on silica, air sampling, media relations, machine guarding;
- developed Computer Assisted Interactive Video Training Program for benzene;
- trained new Industrial Health and Safety Branch inspectors and co-ordinated development and presentation of training sessions for the Ministry of Labour Provincial Offences officers;
- continued to co-ordinate the revisions to the Operations Manuals for Industrial Health and Safety, Construction Health and Safety and Mining Health and Safety Branches. Assisted in the development of a Construction Health and Safety Branch Manager's Operations Manual;
- represented the Ministry of Labour on the Occupational Health Committee of the Canada Safety Council;
- participated in review of the Regulation for Construction Projects;
- continued review of regulations addressing electrical hazards and window cleaning operations;
- delivered Act Review Seminars to Construction Health and Safety, Mining Health and Safety, and Special Studies and Services Branches;
- participated in the review of Transportation of Dangerous Goods legislation;
- participated in the development of "Serving You" video programs with Ministry of Government Services, for presentation on cable television;
- developed Hazard Alerts on Asbestos for Vehicle Repair Shops and Workers Working on Pipes and Boilers;
- co-ordinated with Program Development Unit, Occupational Health Branch and Occupational Health and Safety Division line branches the plans for conducting engineering survey programs and preparation of the necessary information on five substances considered for designation. The information is compiled by Program Development Unit analysts for submission to the division's Legislative Review Committee;
- conducted engineering field surveys to evaluate the ability of industry to control exposures to hazardous substances considered for designation by means of engineering controls; these included cadmium, chromium, nickel, ethylene oxide, and coal tar products;
- served on the Standing Committee on Administration and Enforcement of the Act. The committee prepared the report on Occupational Health and Safety Division policy for conducting field inspections;
- continued to actively participate in the Small Firms Committee looking into the occupational health and safety needs of small business;
- participated in the Tri-Ministerial Advisory Committee on Occupational Health and Safety. The committee functions as an advisory body to the Ontario Council of Regents;

- provided liaison and consultation with Ontario ministries relating to education/training and matters pertaining to the Occupational Health and Safety Act;
- provided responses to inquiries from other jurisdictions relating to training, education and legislation;
- co-ordinated and staffed information displays and booths at conventions, conferences and public exhibitions;
- maintained close liaison with the provincial resource centres and organizations involved in training and education in occupational health and safety;
- provided a video tape/film loan service for division staff and clients as well as printed material in response to inquiries;
- continued to provide administrative support in the allocation of Provincial Lottery funds for manpower training and development, and applied research projects and student bursaries;
- participated in a committee developing teaching modules in occupational health and safety for delivery to secondary school students;
- co-ordinated a training program in cardio-pulmonary resuscitation and first aid for ministry staff;
- participated in the establishment of the Employee Assistance Program in the ministry;
- participated in a committee developing a program on drug and alcohol abuse for delivery to workers by either employers or employees;
- participated in an educational committee developing video tape productions on school laboratory safety for use by teachers and students in Ontario secondary schools;
- assisted with the development of, and printed, a multilingual advice card for workers and employers regarding unlawful reprisals under the Occupational Health and Safety Act;
- conducted seminars and made in-class presentations to students in community colleges and secondary schools, as requested.

Labour Policy and Programs

Dr. Alan D. Wolfson
Assistant Deputy Minister

The Assistant Deputy Minister of Labour Policy and Programs is responsible for the ministry's policy development activities and new legislative initiatives, and monitors existing programs and policies to determine their effectiveness. This includes overseeing the ministry's Policy Branch, which has a mandate to initiate, develop and co-ordinate policy activities as well as to co-ordinate and prepare ministerial correspondence and liaise with other ministries.

The assistant deputy minister is also responsible for the activities of the Employment Standards Branch, the Plant Closure Review and Employment Adjustment Branch, the Handicapped Employment Program and the Office of the Co-ordinator of French Language Services.

Employment Standards Branch

John Scott
Director

The Employment Standards Branch seeks to ensure that employees in Ontario are protected by minimum standards of employment, covering wages and working conditions. To achieve this objective the branch resolves claims of non-compliance from employees, and promotes, with employers, compliance with the employment standards and working conditions set out in the following legislation:

- the Employment Standards Act
- the Industrial Standards Act
- the Fair Wage Schedules on contracts let by the provincial government
- the Employment Agencies Act

The branch is organized into two field administrative areas, each comprising five investigative regions, plus the following head office sections:

- legislative interpretation and telephone inquiries
- management information and program development
- working conditions and analysis
- employment agencies and industrial standards
- the director's office and administration

The 153 positions include 79 field officers and resident auditors. Approximately 50 of the staff are based in regional offices located in Hamilton, Kitchener, London, Ottawa and Sudbury, or in various sub-offices.

1984/85 Activities

Employment Standards Act - General

The primary aim of the Employment Standards Act is to ensure that all employees, particularly those that are not organized, are protected with respect to minimum wages and working conditions.

The branch resolves claims made by employees and also conducts preventive inspections of selected employer populations across the province.

Through public speaking engagements, special seminars conducted on employers' premises, advertising, and distribution of literature, employers are encouraged to comply with the legislation on a voluntary basis.

General Inquiries and Information

The branch received and responded to 726,614 general telephone inquiries, of which 321,757 were handled by the field regions and the remainder by the head office Telephone Inquiries section and the electronic telephone message system. Many of these calls eventually resulted in a claim. In addition, 29,185 personal interviews were conducted on ministry premises and 3,226 general inquiry letters were responded to.

During 1984/85, the branch staff were involved in 203 seminars and public appearances, of which 32 dealt primarily with equal pay for equal work legislation, and the balance with the Employment Standards Act in general. The functions were attended by 2,612 employers, 608 employees, 1,751 students and 436 mixed or non-identified participants, for a total of 5,407 in attendance.

There were 37 presentations made to management and staff of individual companies, 15 were arranged with community colleges (for business groups), 29 with business associations and unions, 49 for students in secondary and post-secondary schools, 45 with government agencies, five with legal groups and the balance of 23 with various community centres, non-profit groups, etc.

Approximately 150,000 copies of the Guide to the Employment Standards Act and 20,000 copies of the Act itself were distributed to the interested public.

Investigative Activity

In the fiscal year ended March 31, 1985 the branch registered 18,903 new claim files. Resolutions were achieved in 18,091 old and new cases covering 22,012 claimants. The average length of service from date of receipt to resolution was 59 days, with 40 per cent finalized within the first 30 days. In addition, 321 preventive inspections were carried out.

As a result of the branch's investigative activity, $9,671,853 was collected on behalf of 24,549 employees. The average payment to an employee was $388 in respect of a claim file investigation and $560 from a preventive inspection.

Comparative information by employment standard is provided in the "Collections by Standard" table, following the description of the branch activities and responsibilities.

Although the collection results show as zero against the newest standard, lie detectors, one investigation was conducted in that regard, and no violation was found.

Appeals and Hearings

The Employment Standards Act provides for a review of an order made against an employer by an employment standards officer. The appeal is heard by a referee selected from a panel of referees appointed by a minister.

Two hundred and eighty-two applications were received during the current fiscal year. Two hundred and sixty-eight applications for review of an order both from the current and previous year were finalized. In 73 of these files, settlement was reached prior to a hearing; in the 195 appeals heard by a referee, the officer's order was affirmed in 113, varied in 49 and rescinded in 33.

A referee may also be appointed by the director to hold a hearing into situations where the director is of the opinion that an act, agreement or arrangement has been made to defeat the purpose of the Employment Standards Act. Such action was initiated in 11 cases this fiscal year, and 12 were carried over from the prior year. Of the 12 cases finalized, the employer was found to be in violation in six and in compliance in four. Two cases were settled outside of the hearing process.

Working Conditions and Analysis

This section provides analytical and research support pertaining to employment standards policy and program issues. Labour data information services are also offered to the public.

Reviews carried out during the fiscal year included the harvest minimum wage, sunsetting of the Agricultural Industry Advisory Committee and coverage of household domestics under Regulation 283 (Domestics and Nannies). Surveys of the fur and ambulance service industries were completed, the former to update information for purposes of the Industrial Standards schedule and the latter to gain a current understanding of working conditions of employees. A study of excess hours permits issued in 1983 was also initiated and a paper was completed for the Brown Inquiry on Wage Protection concerning wage protection approaches taken in other jurisdictions. Other activities included participation in an inter-ministerial committee examining pension issues related to the Charter of Rights and drafting responses concerning various International Labour Organization conventions, recommendations and questionnaires.

Agricultural Industry Advisory Committee

This committee advises the Minister of Labour on matters relating to the application of employment standards legislation to agricultural workers, and the development and modification of employment standards appropriate to the agricultural industry and its different sectors. The committee is composed of representatives of both farm owners and farm workers. In 1984/85 it met once to advise on increasing the harvest minimum wage.

Industrial Standards Act

The Industrial Standards Act permits employees and employers to jointly request a schedule of working conditions for their particular industry. When a schedule has been prepared and accepted by both groups and has been approved by the ministry, the working conditions set out in the schedule become the standard for that industry or trade in a designated zone.

The schedules made under the Industrial Standards Act are administered by an advisory committee consisting of representatives from labour and management. All matters are subject to the approval of the director of the Employment Standards Branch. During 1984/85, proposals were received to update three schedules, and these are currently under review.

There are presently four advisory committees, all in the garment industry and all with province-wide schedules. They apply to the Fur, Ladies' Cloak and Suit, Ladies' Dress and Sportswear and Men's and Boy's Clothing industries.

These four industries manufacture products that are inter-provincially competitive, and because of this, the advisory committees are authorized to assess employers and employees in order to provide funds for administering and enforcing their schedules. Each committee provides its members with financial statements and a general report on committee activities on an annual basis.

Fair Wage Schedule on Government Contracts

The Fair Wage Schedule on government contracts ensures fair labour rates for employees working on government projects in the construction, building-cleaning and security industries, and protects contractors from unfair competition based on reduced labour costs when bidding on government contracts. Before tenders are invited for specific projects, a government ministry must obtain guidelines from the Employment Standards Branch on the minimum wage rates for each job classification and the maximum hours of work.

During 1984/85, fair wage provisions were included in 792 contracts, which had an estimated value of about $276,661,087.

Employment Agencies Act

The purpose of the Employment Agencies Act is to provide for the licensing and regulation of employment agencies in Ontario. 'Employment Agency' is defined, in part, under the Act, as the business of procuring for a fee, reward or other remuneration, persons for employment or employment for persons.

Class A employment agencies are prohibited from charging a fee for any service rendered to any person procured for employment. In classes B, C and D the persons for whom work is found may be charged a fee not greater than the limitations in regulations under the Act.

In 1984/85 the branch continued its participation in a review of the operating practices of employment agencies with respect to allegations that discrimination was being practised by some members of this industry.

Investigative Activity

	Claim Files		Preventive Inspections		Total	
	1983/84	1984/85	1983/84	1984/85	1983/84	1984/85
Workload:						
Pending from Prior Fiscal Year	2,122	2,002	-	-	2,122	2,002
Registered/Assigned	17,541	18,903	672	321	18,213	19,224
Total	19,663	20 905	672	321	20,335	21,226
Resolved/Conducted	17,425	18,091	672	321	18,097	18,412
Results:						
Number of Collections	11,093	11,657	116	56	11,209	11,713
Employees Benefited	24,492	23,768	1,090	781	25,582	24,549
Amount Collected ($000's)	9,973.6	9,226.7	132.4	445.1	10,106.0	9,671.8
Outstanding End of Fiscal Year	2,002	2,434	-	-	2,002	2,434

Collections by Standard

	Amount Collected $	$	No. of Collections by Individual Standard		Employees Benefited Financially by Individual Standard	
	1983/84	1984/85	1983/84	1984/85	1983/84	1984/85
Minimum Wage	104,675	116,613	391	484	756	1,264
Overtime	767,361	990,934	1,086	1,161	3,186	3,932
	445	248,036	641	711	2,081	2,090
Leave	43,021	32,181	30	18	30	18
Lie Detector*	-	-	-	-	-	-
Termination Pay	2,364,270	1,978,508	2,971	2,409	4,248	3,686
Benefits During Notice Period	6,908	3,435	18	16	21	43
Severance Pay	678,463	850,492	9	15	175	516
Collection of Wages	2,048,988	2,144,617	4,967	5,450	7,154	7,668
Fair Wage on Gov't. Contracts	22,254	43,472	11	11	73	86
Industrial Standards	-	-	-	-	-	-
Total	10,105,901	9,671,853	18,649	18,881	37,401	37,106

* Came into effect December 2, 1983

General Inquiry and Information Activity

	1983/84	1984/85
Telephone Inquiries (Non-Claim) Handled	641,716	726,614
Letter Inquiries (Non-Claim) Responded to	3,284	3,226
Personal Interviews Held	28,203	29,185
Total	673,203	759,025
Public Appearances and Employer Education Seminars Held	160	203
Number in Attendance	5,890	5,407

Appeals (Section 50)

	1983/84	1984/85
Pending from Prior Fiscal Year	171	166
Intake	265	282
Results		
Order Confirmed	132	113
Employer Upheld	27	33
Order Varied	38	49
Settled Before Hearing	73	73
Total	270	268
Outstanding End of Fiscal Year	166	180

Hearings (Section 51)

	1983/84	1984/85
Pending from Prior Fiscal Year	16	12
Initiated	10	11
Results		
Employer Found in Violation	2	6
Employer Found in Compliance	3	4
Settled Outside of Hearing	9	2
Total	14	12
Outstanding End of Fiscal Year	12	11

Court Action

	1983/84	1984/85
Prosecutions Finalized	1*	4
Section 54 Certificates Filed	285	221
Section 59 Court Orders Filed	-	-

Permits

	1983/84	1984/85
Overtime Permits - Total	569*	683
100 Hour	294	374
Special	275*	309
Handicap Work Permits	71	76
Homeworker Permits	138*	125

* Revised

Employment Agency Licences

Class	Initial		Renewal		Total	
	1983/84	1984/85	1983/84	1984/85	1983/84	1984/85
A	131	128	638	664	769	792
B	2	1	10	10	12	11
C	-	-	1	1	1	1
D	-	2	19	15	19	17
Total	133	131	668	690	801	821
Revenue					$160,700*	$167,350

*Revised

Industrial Standards

	1983/84	1984/85
Number of Active Schedules	4	4
Number Updated	2	-
Number Covered by Schedules		
Employers	400	400
Employees	8,300	8,300

Fair Wage Schedules

	Number		Value ($)	
	1983/84	1984/85	1983/84	1984/85
Schedules Included in Contracts Let by Provincial Ministries				
Construction	698	586	409,864,709	266,616,900
Building Cleaning and Security	110	206	2,292,406	10,044,187
Total	808	792	412,157,115	276,661,087
Schedules Updated	91	54	N/A	N/A

Plant Closure Review and Employment Adjustment Branch

Robert D. Joyce	**Harry N. Shardlow**
Special Advisor to the Minister	**Director**

Robert D. Joyce was appointed as the Special Advisor to the Minister on employment adjustment problems in October 1980. The Plant Closure Review and Employment Adjustment Branch was formed in November 1980 to support the government's initiatives on layoffs and plant closures as well as to carry on the activities of the former Employment Adjustment Service.

1984/85 Activities

The branch's mandate is:

- to become aware of any announced or impending plant closure or major reduction of operation as soon as possible;
- to make contact with companies considering closure, and also with the employee representatives or unions;
- to obtain information about the closures and to advise the government on the possibility of maintaining the operation;
- where the closure is unavoidable, to attempt to resolve any disagreements concerning termination rights and benefits;
- to co-ordinate the involvement of the Ministries of Colleges and Universities, Intergovernmental Affairs, Industry and Trade, and Community and Social Services on a particular closure situation. This ensures that available Ontario Government programs are focused effectively on the needs of those affected by the closure.

Ongoing activities of the branch include:

- monitoring large layoffs and terminations;
- exchanging information and maintaining contact with other provincial and federal government agencies;
- advising employees and employers of the requirements of the termination legislation;
- assessing the need for, and participation in, the establishment of adjustment committees.

The branch's Employee Counselling Program was developed in 1981 to provide employees affected by permanent job loss (especially due to plant closures) with professional assistance in the areas of job search techniques, career assessment, access to retraining, retirement counselling, financial counselling, and so on.

The program is primarily aimed at assisting victims of large-scale permanent job loss resulting from the closure of their employer's place of business, although the program is also offered in selected non-closure situations involving permanent job loss.

The program comprises both group and individual counselling sessions that normally take place over a one-week period. In a very large situation, several groups can be handled concurrently using a staff of counsellors.

The programs are delivered by the staff of the community college in the area in which the closure occurred and, although all programs follow a similar format, each one is tailored to the needs of the employees involved.

The branch works closely with the Industrial Adjustment Service of the Canada Employment and Immigration Commission. The Ministry of Labour is a financial contributor to manpower assessment and incentive agreements, which support manpower adjustment committees in layoff situations (see following Table summarizing the statistics concerning the terminations and the use of these committees). The committees consist of employee and management representatives and an independent chairman. Their role is to assist employees affected by large scale terminations to become re-employed.

The branch currently has five full-time staff.

Statistics on Terminations	**1983/84**	**1984/85**
Termination Cases Involving 50 or More Employees		
Cases: Full Closures	51	43
Partial Closures	12	13
Reduced Operations	61	61
Totals	124	117
Employees: Full Closures	5,311	4,917
Partial Closures	1,765	1,834
Reduced Operations	8,452	8,010
Totals	15,528	14,761
Manpower Adjustment Committees		
Committees Established	63	66
Employees Terminated in Cases Where Committees Were Established	7,069	9,457
Financial Commitment	$78,375	$61,575
Counselling Program		
Programs Established	26	22
Employees Counselled	1,541	1,100

Handicapped Employment Program

Janette Higgins
Acting Manager

The Handicapped Employment Program (HEP) was established in September 1978 to assist the private sector to increase the hiring, retention, re-employment and career advancement of people with disabilities and to provide practical advice to employers taking steps to remove barriers and to promote equal opportunity.

HEP has a complement of eight permanent staff, including one acting manager, four consultants, two information clerks and one clerk/stenographer. Several job creation programs were utilized during 1984/85 to augment the program's staff resources.

1984/85 Activities

Employer Consulting Services

HEP offers an ongoing consulting service to employers who are developing equal opportunity programs. During 1984/85, HEP has had contact records for 209 employers across the province. Consultants encourage the development of effective action plans and promote union/management co-operation to ensure program success. The program provides information kits and technical advice on recommended employer activities; arranges awareness seminars; facilitates training sessions to support in-place programs and sponsors or co-sponsors community conferences on the employment of disabled persons.

Positive personnel practices have been introduced by many employers who have attracted applicants with disabilities through: outreach recruitment, introduction of retention and re-hiring policies for employees who become disabled, review of hiring practices to ensure that disabled persons are not screened out of employment or promotion opportunities, analysis of the essential physical demands of jobs, and assessment and modification, if necessary, of the accessibility of facilities.

Community Initiatives

A major HEP initiative has been to develop models for local action aimed at co-ordinating employment-related resources already existing in communities across the province. By providing communities with staff expertise, and sometimes conference funding, HEP has been able to impact favourably on the local development of multi-faceted approaches, including increased pro-active employer involvement around issues that impact on increasing employment opportunities for persons who are disabled. HEP also facilitates the use of job creation programs to provide staffing for these community projects.

Grants for conferences were provided in 1984/85 to five communities: Barrie/Simcoe County, North Bay, Sault Ste. Marie, Thunder Bay and Sudbury. In all, 14 communities have been involved in a variety of conferences, seminars and other activities directed towards increasing employment opportunities.

In addition to these 14 community projects, HEP has utilized job creation programs to sponsor projects through agencies and organizations in 17 communities around the province over the past five years for a total of 31 communities. Sixteen communities had benefit of such projects in 1984/85.

Resource Centre and Information Services

In order to stimulate and support employment initiatives, HEP provides, through its Resource Centre, a variety of information packages, resource materials and links to local sources of expertise. As well, two display units, attended by information officers, are available for events across the province. In addition to assisting employers and disabled job-seekers, staff assist with provision of information and awareness sessions for social service agencies, educators, health and rehabilitation professionals, organized labour and the public.

The program has responded to approximately 3,000 telephone requests and 600 written requests for advice and information. During 1984/85, HEP provided 1,724 kits, 187 posters, 15,147 brochures and 8,023 pieces of other promotional material to its client groups. These materials include over 300 pieces of information regarding employment, which were given to disabled job-seekers. The program also has three films/videos, which were lent out a total of 54 times. The program gave out over 700 promotional buttons, 200 bookmarks and 300 carrier bags at conferences, workshops, seminars and trade shows.

New and/or revised publications include: Disabled Job-Seeker kits; Employer kits; An Employer's Guide to Learning Disabilities; Job Matching: The Assessment of Individuals for Work; and Employment Aids for Persons with Visual Disabilities.

Community Resource Guides for Employers are available for Barrie/Simcoe County, Peterborough, Hamilton, Waterloo and the Niagara Region.

The program participated in, and disseminated information at, a total of 56 conferences, seminars and workshops across the province in 1984/85.

Job-Seekers

Although the Handicapped Employment Program is not a placement service, HEP does assist job-seekers with disabilities to access the current labour market. In 1984/85 it assisted 224 job-seekers who either phoned or came into the program seeking advice. Information officers have provided over 300 resumes of job-seekers who are disabled to the Ministry's Personnel Department. Utilizing a networking system, they respond to employer requests for disabled employees, by referring them to potential placement sources, (within and without government) and/or directly inform the job-seeker that a position exists. A summary of the results of a questionnaire distributed to job-seekers with disabilities is in production and will be available by early summer.

Outreach to: Health, Rehabilitation and Agency Professionals, Educators and Organized Labour

Recognizing the key roles played by health, rehabilitation and agency professionals and by educators and organized labour in the employment of persons with disabilities, HEP has developed outreach initiatives to meet

the specialized needs of each target group. Programs and materials have been created in ongoing consultation and co-operation with the representatives involved. The focus has been on developing awareness of issues related to the employment of those who are disabled; increasing linkages between each target group and their community resources; involving representatives from each area in local activities; and undertaking research projects to provide greater information to each sector. These initiatives will support the vital roles played by the sectors and will supply the essential resources needed to provide effective and positive employment-oriented activities within each community. To accomplish this, HEP is presently working with 13 health and rehabilitation professional groups and 27 service agencies. It has held two feedback sessions with representatives of all these groups, including government and groups of persons with disabilities, following distribution of the discussion paper, Job Matching: The Assessment of Individuals for Work. This feedback process will continue in the new fiscal year. In addition, there have been two HEP-sponsored workshops, held under the auspices of community projects, specifically designed for educators. HEP also provided services to nine labour organizations/councils in support of their initiatives.

Job Creation Programs

Several job creation programs have been utilized in order to promote work experience for young people, with an emphasis on those who are disabled.

In 1984/85 a total of 77 students and youths (43 of whom have disabilities) worked on 57 projects, sponsored by employers, agencies,colleges and universities, municipalities, community groups and the provincial government across the province. Under the HEP-sponsored Ontario Youth Corps (OYC) program 36 per cent of the participants, all of whom had disabilities, were successful in finding permanent employment.

Office of the Co-ordinator of French Language Services

Stephane Grenon
Co-ordinator

Since September 1981 the Co-ordinator of French Language Services has been a full-time position reporting to the Assistant Deputy Minister, Labour Policy and Programs, with duties divided between the Ministry of Labour and the Workers' Compensation Board.

The co-ordinator assists francophone groups, other organizations and the public at large with information about the ministry programs and services. He assists ministry managers in the implementation of the ministry's French language services policy and chairs a ministry advisory committee on French language services.

The Office of the Co-ordinator of French Language Services has a complement of two: one co-ordinator and one secretary.

Policy Branch

Douglas G. Gilbert*
Director

The Policy Branch develops, co-ordinates and provides analytical support for policy activities in the ministry. It is responsible for conducting basic research and preparing policy documents required in the policy development process. The branch monitors issues arising from the administration of ministry programs and legislation and acts as a liaison with other ministries and government agencies.

The branch consists of two sections. The Labour Economics section is responsible for identifying and analysing trends in employment, settlement information, changes in the workplace and other developments in the labour market, which may have implications for ministry policies and programs. The Labour Legislation section is responsible for addressing issues and problems which arise under the ministry's employment standards, collective bargaining, human rights and workers' compensation legislation.

The Policy Branch has a complement of 11 professional and six clerical and support staff.

* Douglas Gilbert was appointed director, effective November 1, 1984.

Finance and Administration Division

D.A. Anderson*
Acting Executive Director

The Finance and Administration Division is responsible for providing administrative support for the operating branches of the ministry. The support activities consist of accounting services, administrative operations, communications, internal audit, management planning, personnel, and data processing systems.

Management Planning Branch

D. Destonis
Director

The Management Planning Branch is responsible for providing a complete range of management services to executive and program managers at the ministry with particular regard to:

i) Financial planning and analysis including the co-ordination of the annual resource allocation and estimates process; managing-by-results reporting; and the implementation of government-wide management improvement initiatives.

ii) Human resources planning and development of related ministry policies and systems.

iii) Information systems and office automation planning and development.

iv) Liaison with government central agencies, particularly Management Board Secretariat, regarding formal submissions to Management Board of Cabinet.

1984/85 Activities

Financial Planning & Analysis

In 1984/85 the branch continued to make improvements to the ministry's annual resource allocations and budgetary systems. Noteworthy evaluations of the ministry's computerized expenditure reporting system, as well as the operational planning and budgeting processes, were undertaken and completed. Further improvements in the ministry's financial management system, including the introduction of computerized analytical tools, are planned in 1985/86 based upon the results of these evaluations.

Human Resources Planning

Co-ordination with central agencies continued in 1984/85 regarding the impacts of technological change, long-term policy developments and, in particular, planned improvements to the government's human resource information system (CHRIS Project).

*D.A. Anderson was appointed acting executive director on January 28, 1985 upon R. Burak's appointment with the Ministry of Agriculture and Food as Assistant Deputy Minister, Finance and Administration.

An evaluation of the ministry's current human resources information systems was completed by the branch in 1984/85. Future needs and options for improvement are being defined in 1985/86.

Information Systems and Office Automation

The development of a five-year strategic information systems plan at the ministry was the primary focus of activity in 1984/85. The associated planning study is nearing completion (May 1985) and specific long and short range recommendations will be decided with selected implementation possible in 1985/86.

Branch classified staff positions in 1984/85 were 12.

Accounting Services

A.H. Ganesh
Manager

Accounting Services is responsible for satisfying the ministry's and central agencies' requirements as expressed in the statutes, regulations, policies and other directives for financial visibility, control and accountability through the operation and maintenance of efficient and effective financial systems. It exercises shared controllership with Treasury and Management Board by ensuring the consistent application of Ontario government accounting principles, policies and controls.

In addition, it provides ongoing financial, advisory, monitoring and consulting services to management, employees, clients and suppliers of the Ministry of Labour.

Its responsibilities are carried out by a staff of 32 employed in five functional areas:

Administration

Provides ongoing accounting and financial advice to ministry management and oversees and monitors overall control of financial activities and compliance with financial and administrative policies.

Budgetary Control and Financial Reporting

Integral to the control and management of the cash resources are the systems for forecasting, timely recording and effective monitoring of the movements of all revenues and expenditures. This section also has prime responsibility for the preparation of accurate and relevant reports as required by the central agencies and the Ministry of Labour.

Revenue and Accounts Receivable

This section is responsible for ensuring that money received is safeguarded and deposited intact, and reported promptly to Treasury.

It also administers the Accounts Receivable System to ensure the efficient collection of revenues.

Accounts Payable

This section administers the systems for payment of suppliers' invoices, employees' expenses and other internal financial transactions.

Payroll

This section is responsible for the accurate, timely and proper processing of the ministry's payroll and related employee benefits.

1984/85 Summary of Expenditures and Revenues

$ 000's	General Expenditure	General Revenue
Ministry Administration	$12,732	$ 34
Industrial Relations	7,115	32
Occupational Health and Safety	37,338	9,215
Employment Standards	6,923	304
Manpower Commission	1,923	1
Human Rights Commission	4,849	2
Labour Relations Board	4,698	64
Credits	-	185
Total	$75,578	$9,837

Personnel Branch

N.E. Mayne
Director

The role of the Personnel Branch is to provide a variety of human resource management services for all areas of the ministry. These services include staffing, compensation and staff relations, training and staff development and employee counselling as well as the related processing and records maintenance functions.

The branch operates under the authority of the Public Service Act and regulations, the Crown Employees Collective Bargaining Act and the Collective Agreement, and is responsible for their administration.

Each section of the branch is responsible for a specific set of ongoing activities:

Staffing

Responsibilities in the staffing section include determining alternative strategies for filling vacancies in a time of constraint, placement of surplus staff, encouraging cross assignments for developmental purposes and hiring staff for contract or permanent positions. The ministry's youth programs are co-ordinated through this section, including Youth Corps, Summer Experience '84, Winter Experience '84, Student Training in Industrial Relations (STIR), university and high school co-operative

education programs, Student Work Week, and Handicapped Work Stations. The Canada-Ontario Employment Development (COED) projects also continued to be administered through this section.

Compensation and Staff Relations

This section is responsible for all aspects of wage and salary administration, including job evaluation, organizational structuring and the provision of advice to management and employees on the compensation process. This section is also responsible for the ministry's staff relations program, including administration of the Collective Agreement, grievance resolution and consultation with management and staff on industrial relations matters, and co-ordination of the ministry's Employee Relations and Health and Safety Committees.

Staff Development and Training

This section is responsible for the training and development activities of the ministry, including the development and operation of in-house courses, computer-assisted programs, the administration of the ministry's tuition assistance program and the provision of academic and career counselling services. The section is also responsible for the development and co-ordination of the ministry's Performance Appraisal program and consultation with management and staff on all section activities.

Employee Benefits

This section is responsible for the administration of the ministry's benefits program. The programs include providing advice and information to all employees about their benefits, resolving personal problems and conducting exit interviews on terminating and retiring employees. This section is also responsible for conducting the ministry's annual pre-retirement program.

The Personnel Branch had a complement of 19 during 1984/85.

1984/85 Activities

Staffing

Most vacancies, filled through the competition process, were available to civil servants, unclassified staff and GO Temporary employees only. When external advertising was possible, it was limited to using the government publication Topical/Job Mart for open competitions to the public. After September 1, 1984 the area of search for open competition no longer required Civil Service Commission approval, except for use of external media.

With fewer opportunities available for promotion, career development was encouraged through internal cross-assignments and secondments. This developmental privilege occurred through career planning interviews or as a response to advertisements. There were approximately 60 ongoing assignments each month in the ministry.

A number of special programs were co-ordinated and administered through the Staffing section with the result that 596 participants received opportunities to enhance their employment experience.

Special Program Placements include:

Summer Students - Experience '84	309
Summer Students - ministry paid	40
Winter Experience '84	60
Student Training in Industrial Relations (STIR)	35
Work Week Students (high school)	53
Secondary School Co-Op	21
Handicapped Work Stations	22
COED Participants	56
	596

Compensation and Staff Relations

Reviews of positions were undertaken in a number of branches. Organization and specification reviews were also completed in the Ontario Human Rights Commission, Human Rights Branch and Race Relations Division.

The establishment of the Policy Branch required the drafting of organization charts and a number of new position specifications. Re-organizations were also carried out in the Office of the Assistant Deputy Minister, Industrial Relations and the Employment Standards Branch. A review of the class standards for Employment Standards Auditors was also completed. Specification reviews were also completed in the Library, Accounting Services, Office of Arbitration, Communications Branch and Offices of the Assistant Deputy Minister and Executive Director, Occupational Health and Safety Division.

The section also participated in the training of cross assigned staff from the central agency.

Active participation in the Staff Relations Supervisory Training Courses gave the section an opportunity to work with managers on staff relations problems. Management and staff were also provided with ongoing interpretation of the Collective Agreement and consultation on staff relations matters. The section was also responsible for the establishment and co-ordination of the ministry's Employee Relations and Health and Safety Committees in several locations throughout the province.

Staff Development

Overall expenditures in training and development increased over the previous year reflecting increased course costs and, in particular, substantial increases in Civil Service Commission and external course attendance. In-house course attendance and tuition assistance participation rates were significantly lower although not enough to offset the overall increases. These trends resulted in the section's staff being heavily involved in problem resolution and administrative activities over the year.

The section was also involved in three new initiatives. The first two programs, a Management Development Program for the Construction Health and Safety Branch and an Attendance Improvement Program for Supervisors, were both designed to improve management skills and effectiveness. The third program, the development of a ministry word-processing and overload centre, was oriented towards improving the ministry's word processing capabilities. The total effects of all three initiatives will not be seen until the next fiscal year.

The section also continued to monitor and be involved with the ministry's Performance Appraisal program, including considerable participation in career planning and secondment activities.

Employee Benefits

This section's workload increased due to new legislation allowing employees more flexible options for buying back previous service for pension purposes.

Workload also increased in the area of maternity leave counselling and administration. In addition, this section took on the responsibilities, under the Collective Agreement, of administering the eye examination provisions of the Video Display Terminals program.

As in previous years, this section maintained a heavy involvement in employee counselling and conducted the ministry's Pre-Retirement program.

Systems and ADP Branch

W.H. Lehman
Director

The Systems and ADP Branch provides service to all program managers requiring systems development services. This includes design, implementation, maintenance and data processing of ongoing systems. Activities in general can be categorized as follows:

- Consultative services regarding concepts, technical feasibility and cost/benefit analysis.
- Scientific and research applications for studies and surveys requiring evaluation and statistical analysis in the fields of occupational health and safety, labour relations, work force activity and collective bargaining.
- Commercial systems involving management information on activity and control of various program managers' systems, including accounting and personnel applications.
- Preparation of proposals, and project management where these proposals are accepted.

The branch objectives are:

- to provide clients with system development services and procedures that will meet their needs in providing or improving program delivery in keeping with existing policy and legislation.
- to apply project management techniques that will allow for the control of approved projects through progress reports, implementation schedules and quality review.
- to document major systems and procedures in order to ensure that maintenance and revisions can be carried out with the minimum of discontinuity.

The branch complement for 1984/85 was 29.

There is currently a long-range systems study underway due for completion in mid-1985 that may have an impact on the function and structure of the systems activity in the ministry as a whole.

1984/85 Activities

Development, maintenance and data processing commitments were active in 1984/85 in the following areas:

- Accounting Services
- Women's Directorate
- Standards and Programs Branch
- Industrial Health and Safety Branch
- Mining Health and Safety Branch
- Occupational Health Branch
- Special Studies and Services Branch
- Policy Branch
- Industrial Relations Division
- Employment Standards Branch
- Office Services
- Ontario Human Rights Commission
- Ontario Manpower Commission
- Ontario Labour Relations Board

1984/85 resulted in the receipt of:

- 212 Work Requests
- 177 Actioned
- 35 in progress or backlog

Budget

1984/85 Net Labour Budget	$1,078,800.00

Processing Volume

Jobs submitted to Queen's Park Computer Branch (QPCB)	17,112
Records Read:	
At QPCB	907,884
Via Remote Job Entry on Site	1,941,156
Lines Printed:	
At QPCB	1,107,312
Via Remote Job Entry - Printers on Sight	27,633,132
Pages printed via Laser Printer	20,566

Administrative Operations Branch

R.R. Hogarth
Director

The Administrative Operations Branch provides administrative support services to the ministry's line and staff operations in the head office, 18 district and field office locations, including nine Mining Health and Safety Branch offices located throughout the province, and two laboratories.

Support services provided include records management, purchasing, inventory control, warehousing and supply, reprographics, mailing, office accommodation and transport.

Administrative support is provided to the Ministry of Consumer and Commercial Relations in those district offices where premises are shared.

Branch complement in 1984/85 was 109.

1984/85 Activities

Records Management

The primary objectives of this program are to ensure economy and efficiency in the creation, maintenance, retrieval, storage and disposition of ministry records, and in the creation, design and use of ministry forms.

Consultative services provided by this section include:

- Development and implementation of records schedules
- File classification plans
- Filing systems and equipment needs
- Forms analysis and design

Copy Centre

The ministry operates an in-house reproduction centre that services the short-run printing and bindery needs of the branches, boards and commissions operating from the headquarters and district office locations. The present output of this unit is up to 1,500,000 impressions each month on a variety of equipment and in a wide range of formats.

Purchasing

The ministry centralized Purchasing Office is responsible for acquiring the wide range of goods and services required by various programs. Needs range from basic office requirements to sophisticated analytical laboratory equipment.

Communications Branch

R.I. Cohen
Director

The Communications Branch administers an ongoing program of communication between the ministry and the public in order to facilitate the achievement of ministry goals. In fulfilling this mandate, the branch provides the following services:

Consultation

Branch staff advise senior ministry staff, including the minister, deputy minister and assistant deputy ministers on the communications implications of ministry policies, programs and initiatives.

Planning

An integrated communications component is essential to the achievement of program goals. Branch staff identify communication needs and develop public information programs to assist in the achievement of these goals.

Implementation

Branch staff are responsible for implementing communication programs designed to inform the ministry's client groups of the philosophy, policies and programs of the ministry. They prepare speeches and news releases, pamphlets, brochures and other printed material, exhibits and audio-visual aids. They also manage the ministry's advertising program and assist in the presentation of seminars.

Each year the branch handles more than 3500 telephone enquiries for information and publications.

At the end of the fiscal year the branch had a complement of 12.

1984/85 Activities

Media Relations

Twenty-three press releases were issued, and over 2,000 media telephone enquiries were answered.

The District Media Liaison Representative system, by which an officer in each district office acts as liaison between the local media and the ministry, continues as a very effective extension of the media relations function.

Students Working in Media (SWIM), an Experience '84 project, was continued. Six journalism students were placed with media sponsors for a period of 13 weeks. Students specialized in topics related to the Ministry of Labour.

Advertising

A notification program was conducted in all major newspapers on each designated substance as it was regulated.

Publications

The branch edited and co-ordinated the production of the following new brochures/publications:

Occupational Health in Ontario - Occupational Health Journal - 4 issues.

Regulation respecting Acrylonitrile - made under the Occupational Health and Safety Act - pocket version.

Regulation respecting Benzene - made under the Occupational Health and Safety Act - pocket version.

Reprisals by Employers Prohibited - flyer (English, French, Portugese, Italian, Spanish, Greek, Chinese)

Occupational Health and Safety Data Base - brochure (bilingual)

Designated Substances in the Workplace - A General Guide to the Regulations

Affirmation - Human Rights Commission newsletter - 4 issues

Workbook on Equal Employment Opportunity

Unfair Labour Practice Proceedings Before the Ontario Labour Relations Board - brochure (French, Italian, Portugese)

Linking Firms and Macro Human Resource Planning - report

Labour Market Outlook for Ontario 1984-88 - report

Introductory Guide to Human Resource Planning - (English, French)

Job Matching - The Assessment of Individuals for Work - report

Can I Play - Report of the Task Force on Equal opportunity in Athletics (Vol. 2)

A Structure of Ontario Agriculture as Related to Health and Safety - Background paper #1 of the Ontario Task Force on Health and Safety in Agriculture

Farm Machinery Industry and Farm Safety - Background paper #2 of the Ontario Task Force on Health and Safety in Agriculture

Agricultural Chemicals and Farm Health and Safety - Background paper #3 of the Ontario Task Force on Health and Safety in Agriculture

Conciliation and Mediation brochures (4) - preventive mediation series - (French)

Ontario Ministry of Labour Annual Report 1983/84

Ontario Human Rights Commission Annual Report 1983/84 - (English, French)

Sixth Annual Report of the Advisory Council on Occupational Health and Occupational Safety 1983/84

The following publications were revised:

Extracts from the Occupational Health and Safety Act - poster (French)

Regulations respecting Construction Projects - pocket version

Guide to the Employment Standards Act - (English, French)

Extracts from the Employment Standards Act - poster (Bilingual)

Mine Rescue Handbook - 1984

Guide to the Ontario Labour Relations Act - (English)

Employment Facts for Ontario Students - brochure (English, French)

The branch also co-ordinated the reprinting of approximately 60 other brochures and publications.

Internal and Management Audit Branch

P.A. Cummings*
Acting Director

The purpose of the Internal and Management Audit Branch is to perform an independent review of ministry and agency operations (excluding Workers' Compensation Board), on behalf of the deputy minister. These reviews encompass an appraisal of financial transactions, systems and controls as well as economy and efficiency of operations and existence of an appropriate management process to enable evaluation of program effectiveness.

During the 1984-85 fiscal year, normal audit activity was performed relative to the Accounting Services Office, the Ontario Human Rights Commission and the ministry's purchase and management of professional services. Additionally, a number of requests for assistance in a consultative and/or investigative capacity were undertaken.

At the end of the fiscal year the branch had a complement of five.

---

* P.A. Cummings was appointed acting director on January 28, 1985 upon D.A. Anderson's appointment as Acting Executive Director, Finance and Administration Division.

Ministry Library

Sandra A. Walsh
Manager

The Ministry Library is one of the major collections in its subject areas in Canada. With a unique collection of 70,000 books and reports, 1,500 journal titles and 35,000 microforms, the library provides in-depth coverage of all major labour issues in the areas of industrial relations, occupational health and safety, manpower, quality of working life, human rights and discrimination, employment standards, women's issues and issues relating to persons with handicaps. Staffed by six professional librarians and 10 paraprofessionals, the library serves ministry clients, professionals in the various subject areas, students and the general public.

1984/85 Activities

The library responded to 4,054 reference enquiries from ministry and non-ministry clients and completed 459 subject searches for ministry staff on 14 online information retrieval systems. Staff indexed 7,175 periodical articles and filled, 15,043 requests for copies of articles from the library bulletins. Twenty-four selected bibliographies on labour and occupational health and safety topics were published in the library bulletins. Over 8,800 publications were borrowed, and the staff filled 3,568 requests for interlibrary loans.

There are, currently, approximately 18,000 records in the UTLAS automated cataloguing system, 50,000 records in the MOLINDEX in-house database of periodical articles and 7,000 in the Ontario Labour Relations Board decision database. Two new databases were designed and implemented: the Ontario Human Rights Commission and the Employment Standards Act decisions. The indexing of the 1984 ESA decisions, the inputting of the current decisions and the inputting of the retrospective OHRC decisions were also completed.

THE FOLLOWING PROGRAMS REPORT DIRECTLY TO THE DEPUTY MINISTER OF LABOUR:

- The Quality of Working Life Centre
- The Affirmative Action Program
- The Legal Services Branch

Ontario Quality of Working Life Centre

Dr. Hans van Beinum
Executive Director

N. Ignatieff
Program Manager

Since its establishment in December 1978, the Ontario Quality of Working Life Centre has made considerable progress towards the fulfilment of its mandate. The centre's mandate, to promote and support the enhancement of the quality of working life of people in Ontario, has been developed through three major areas of activity:

- the initiation, implementation, monitoring and evaluation of quality of working life projects in joint union-management settings;
- the education and training of individuals and organizations in quality of working life approaches;
- the creation, collection and dissemination of written information to promote a broad understanding of and interest in QWL.

The centre has translated these three activity areas into a five-pronged program of field project work, education, information services, research and consultation. The primary thrust of the centre has been the development of quality of working life projects in Ontario, based on the principles of joint involvement and shared responsibility between labour and management. The centre recognizes that attempts to improve the quality of working life can succeed only if all parties can learn to work together in areas where joint benefit is possible.

The centre staff currently consists of an executive director, a program manager, five consulting positions, a co-ordinator, three administrative support staff, and a number external consultants who participate in the centre's educational events or field projects.

The Ontario Labour Management Study Group, a committee of senior representatives from labour, management and government chaired by the Deputy Minister of Labour, acts as a steering body for the centre.

1984/85 Activities

QWL Field Project Work

In its role of providing assistance to organizations in the development and continuation of QWL programs, the centre has become involved with several organizations in an ongoing consulting capacity. During this fiscal year, the centre has been facilitating QWL field projects in 17 joint union-management work settings. These projects focus on involving workers in the decision-making process affecting their jobs, and examining, in this context, the decision-making structures and the design of jobs within the workplace. In order to achieve a mix of projects, the centre is working within a range of different work settings in both the private and public sectors. Centre projects are underway in such diverse settings as: a casting plant, a bakery, a government office and a regional facility for the developmentally handicapped.

Education

Extensive education is seen as essential to the sustained development and diffusion of QWL within Ontario. Consequently, the centre has developed an education program to meet a wide range of needs.

The centre held three one-day introductory and two 2½ day seminars.

In addition, over 26 educational events and workshops were tailor-made for labour and management field project participants over the course of the year.

In the effort to educate, increasing emphasis is being placed upon including union and management representatives who have actually participated in a QWL project in the capacity of workshop and seminar panelists and speakers. Their personal experiences have proven invaluable in explaining the QWL concept.

The centre assisted the various unions, business organizations and individuals active in QWL to link up for shared learning and support. An example of this development is found in the Co-ordinators' Network, initiated and supported by the centre to provide a forum in which a group of union and management internal resource people meet regularly in order to learn from each others' experiences.

Information Services

The centre operates a service that provides the public with a wide range of information on QWL - ranging from basic introductory materials to highly specialized information provided in response to specific requests. The centre also publishes a periodical news journal and occasional working papers. The centre provides speakers to groups and organizations wanting to learn more about QWL.

Consultation

Centre staff assist individuals and organizations, on a daily basis, to increase their understanding of QWL, to assess its relevance for their own situation and to take the first steps in the development of their own QWL program.

Affirmative Action Program

Sheila Dann
Program Manager

The program manager is a full-time position reporting to the deputy minister to promote equal employment opportunity in the ministry. The manager liaises closely with the Personnel Branch and the Ontario Women's Directorate.

The manager provides a resource to branch directors in implementing affirmative action and chairs a committee of branch representatives who act as a communications network to relay affirmative action information to ministry employees.

As a member of the executive committee of the Affirmative Action Council, the manager helps to guide the corporate Affirmative Action Program.

1984/85 Activities

At the start of the year, the program planned a number of hire/promotion targets and developmental assignments for women of the ministry.

Hire/promotion targets refer to certain positions that:

1. are currently under-represented by women, that is, where women comprise less than 30 per cent of the class population; and

2. where there are enough women in the potential applicant pool.

The number of targets set by the ministry is based on the projected vacancies and the potential numbers of male and female applicants. For the past year 14 targets were set and 14 were met. The targets met were as follows:

Module (Management)

Professional
(1) Librarian

Administration

(3) Labour Relations
(1) General Administration

Categories (Bargaining Unit)

Maintenance Services
(2) Occupational Health and Safety Inspectors

Scientific and Professional Services
(2) Scientists
(1) Economist

Technical Services
(2) Technicians

Administrative Services
(2) Employment Standards Auditors

Forty-six women were provided developmental assignments, over and above normal staff development activities. The three to six-month assignments were planned and designed to qualify the participants to compete for higher levels or traditionally male occupations.

The program manager worked closely with the branch directors in assisting them in achieving their branch affirmative action commitments. In addition, regular reports were made to the deputy minister and semi-annual reports were prepared, presenting the statistics outlining the status of the ministry's female employees. Presentations were also made to the branch managers and to regional offices on the development of the program. Personal career counselling interviews were conducted, and an inventory of all female employees was maintained for the purpose of effectively monitoring hirings and promotions.

Two two-day workshops, Negotiation Skills, were presented to all interested women in the ministry to enable them to develop and practise negotiating skills that are essential in resolving conflicts.

Two two-day workshops, Preparing for Supervision and Management, were presented to introduce women to the responsibilities and skills required to supervise and manage. These workshops were sponsored jointly with the Personnel Branch (Staff Development).

A series of Executive Skills seminars were attended by some senior women in the ministry. This program was designed to further develop managerial skills and assist senior women to more effectively meet the challenges facing managers in government today.

A basic Business/Information Training course was offered to all women in the ministry. This 12-week course was presented by Humber College, and, on completion, the successful candidates were provided with a letter of exemption within Humber College Business Division Computer Studies Program.

Lunch and Learn noon-hour presentations were also organized by the Affirmative Action Committee for all employees, informing them of important social issues of special concern to women.

The Affirmative Action Program manager represented the Ministry of Labour on the Affirmative Action Council Regional Delivery Task Force. Several seminars, Working Together, were presented to help women set up inter-ministerial committees. Women in the regional offices were encouraged to attend.

Opportunities were provided for senior women to attend workshops co-ordinated by the Affirmative Action Program managers of the resources ministries.

Directions - The Affirmative Action quarterly newsletter was published to stimulate awareness of the Affirmative Action Program in the Ministry of Labour and to provide a forum for the discussion of events and issues relevant to women.

Legal Services Branch

Carl F. Dombek*
Director

Legal Services Branch:

- drafts legislation as requested and gives advice thereon and presents it to legislative counsel;
- gives legal advice to the Ministry of Labour on problems pertaining to the interpretation and application of acts and regulations;
- consults with the branches of the ministry on investigations into alleged breaches of the acts and regulations and considers the sufficiency of the evidence and conducts prosecutions;
- acts as counsel to the ministry in inquiries and hearings held by or for the ministry under the acts;
- acts as counsel to the Human Rights Commission
- answers inquiries from the public regarding the application and scope of acts and regulations;
- attends inquests into fatalities occurring at workplaces, where required;
- generally, provides legal services as requested or required.

Legal Services Branch has a complement of a director, five lawyers seconded from the Ministry of the Attorney General and two lawyers on contract with the Ministry of Labour and support staff consisting of six secretaries. All personnel are located in Toronto.

1984/85 Activities

Members of Legal Services Branch appeared as counsel for the ministry in 191 applications for review of orders to pay and section 51 hearings under the Employment Standards Act. A total of 115 hearings were completed in the fiscal year.

The Legal Services Branch received a total of 426 files under the Occupational Health and Safety Act. A total of 220 prosecutions were completed during the fiscal year.

*Carl F. Dombek was appointed Director, July 2, 1984 upon P. Hess's retirement.

Ontario Labour Relations Board

Judge R.S. Abella*
Chairman

D. K. Aynsley
Registrar and Chief Administrative Officer

The Ontario Labour Relations Board is a quasi-judicial tribunal responsible for the administration of the Labour Relations Act. Under this Act, the board:

- certifies trade unions as collective bargaining agents for employees;
- appoints officers to mediate complaints of contraventions of the Act, conducts hearings into complaints that are not settled, and grants remedial orders where it finds that the Act has been contravened;
- issues directions and declarations where unlawful strikes and lock-outs have occurred;
- settles jurisdictional disputes arising from the assignment of work;
- accredits employers' organizations and employer bargaining agencies in the construction industry;
- certifies employee bargaining agencies in the construction industry;
- conducts arbitration hearings arising from grievances under construction industry collective agreements;
- terminates bargaining rights, and
- provides opinions to the Minister of Labour relating to his authority to appoint conciliation officers or arbitrators.

Composition

The board is composed of a chairman, 10 full-time vice-chairmen (one, the alternate chairman), five full-time employer representatives and five full-time employee representatives. All are appointed by the Lieutenant-Governor in Council. Under the Act,** the jurisdiction and powers of the board may be exercised by a panel composed of the chairman or a vice-chairman, one employer representative and one employee representative, or in respect of certain matters, by the chairman, the alternate chairman or a vice-chairman sitting alone.

It is common for six and, with increasing frequency, seven or eight panels to be sitting simultaneously, sometimes in different parts of the province. While most cases are heard in Toronto, some types of cases or cases involving a substantial number of witnesses are heard at or near the municipality in which the workplace is located.

Board Reports

The board publishes a monthly report in two sections. The first section contains the full text of significant board decisions issued during the

---

* Judge R.S. Abella was appointed chairman of the Ontario Labour Relations Board effective September 1984, replacing G.W. Adams, who left the board to return to private practice.

** The Act refers to the Labour Relations Act throughout the text.

report month and an index of summaries on the subject matter of these decisions. The second section lists all of the cases disposed of by the board during the previous month by type of case and method of disposition and describes the bargaining units determined in certification cases.

Caseload

In fiscal year 1984/85 the board received a record total of 3,509 applications and complaints, an increase of 374 cases, or 12 per cent, over the intake of 3,135 cases in 1983/84. Applications for certification of trade unions as bargaining agents, one of the three major categories of the board caseload, increased by 277 cases, or 32 per cent, from the filings for 1983/84. In addition, complaints of contravention of the Act, the second of the three major categories, increased as well by 48 cases, or five per cent, when compared to 1983/84. In the third of the major categories - referrals of grievances under construction industry collective agreements - there were 73 fewer referrals in 1984/85 than in 1983/84, a decline of 10 per cent.

In addition to the record number of cases received, 534 cases were carried over from the previous year, making a total caseload of 4,043 in 1984/85. Of the total, 2,866 or 71 per cent were disposed of during the year. Proceedings in 236 were adjourned sine die*** (i.e. without a fixed date for continuation) at the request of the parties to the matter. Finally, 941 were pending at various stages of processing at March 31, 1985.

The total number of cases processed during the year produced an average caseload of 404 cases for the board's full-time vice-chairmen and chairman compared to 322 for 1983/84. The total dispositions represented an average output of 287 cases, up from 254 in 1983/84.

Labour Relations Officer Activity

In 1984/85 the board's 17 labour relations officers were assigned a total of 2,317 cases to assist the parties in resolving their differences without the necessity of formal litigation before the board. These officer assignments comprised 57 per cent of the board's total caseload, including 680 certification applications, 32 cases concerning the status of individuals as employees under the Act, 816 complaints of contraventions of the Act, 745 referrals of grievances under construction industry collective agreements and 44 complaints under the Occupational Health and Safety Act.

The labour relations officers completed 1,961 of the assignments, obtaining settlements in 1,633 cases, or 83 per cent. Of the remaining cases assigned, 170 were referred to the board for decision, proceedings were adjourned sine die in 158 cases, and settlement efforts were continuing in 356 cases as of March 31, 1985.

Labour relations officers were also successful in having hearings waived by the parties in 182, or 65 per cent, of 281 certification applications.

Representation Votes

In 1984/85 the board's returning officers conducted a total of 251 representation votes among employees in one or more bargaining units. Of the 230 votes in which the ballots were counted, 170 involved certification

---

*** The board regards sine die cases as disposed of, although they are kept on docket for one year.

applications, 56 were held in applications for termination of existing bargaining rights, and four were taken in successor employer applications.

One hundred and thirty of the certification votes involved a single union on the ballot and 40 involved two unions. Of the two-union votes, 38 entailed attempts to replace incumbent bargaining agents, and two involved two unions competing to represent employees in collective bargaining for the first time.

A total of 14,578 employees were eligible to vote in the 230 elections concluded, of whom 11,930, or 82 per cent, cast ballots. Of those who participated, 51 per cent voted in favour of union representation. In the 170 certification elections, 81 per cent of the eligible voters cast ballots, with 54 per cent of those who participated voting for union representation. In the 130 elections that involved a single union, 78 per cent of the eligible voters cast ballots, of whom 53 per cent voted for union representation. In contrast, 91 per cent of the eligible voters in the two-union elections cast ballots, with 57 per cent of the participants voting for union representation.

In the 56 votes in applications for termination of bargaining rights, 88 per cent of the eligible voters cast ballots, with only 23 per cent of those who particpated voting for the incumbent unions. Of the 161 employees who cast ballots in the elections held in successor employer cases, 94, or 58 per cent, voted for union representation.

Hearings

The board held a total of 1,251 hearings and continuations of hearings in 1,501 cases. Eighty-one of the hearings were conducted by vice-chairmen sitting alone, compared with 113 in 1983/84.

Details of the activities of the board and its staff will be found in the board's 1984/85 annual report.

Ontario Human Rights Commission

Borden C. Purcell
Chairman

George A. Brown
Executive Director

The Ontario Human Rights Commission, established in 1962, administers the Human Rights Code, 1981, which provides the right to equal treatment without discrimination with respect to services, goods and facilities, accommodation, employment, contracts, membership in trade unions, trade or occupational associations or self-governing professions on the grounds of race, colour, ancestry, place of origin, ethnic origin, citizenship, creed, sex, handicap, age (18-65 years in employment; 18 years and over in all other areas), marital status, family status, receipt of public assistance (in accommodation only) and record of offences (in employment only). In addition, every person has a right to freedom from harassment in accommodation and employment because of any of the prohibited grounds, including race and sex. The Code also provides a remedy for unwelcome sexual solicitations or advances made by a person in authority, and for threats of reprisal because an advance has been refused.

In addition, a right is infringed where a requirement, qualification or consideration is imposed that is not discrimination on a prohibited ground but that would result in the exclusion, qualification or preference of a group of persons who are protected under the Code.

Every person has a right to claim and enforce his or her rights under the Code, to institute and participate in proceedings under the Code and to refuse to infringe a right of another person under the Code, without reprisal or threat of reprisal for doing so.

The Code is not infringed by the implementation of a special program designed to relieve hardship or economic disadvantage or to assist disadvantaged persons or groups to achieve or attempt to achieve equal opportunity, or that is likely to contribute to the elimination of the infringement of rights under the legislation. It is also a function of the commission to recommend special plans or programs.

The commission is composed of a chairman, vice-chairman, and 10 members who are appointed by the Lieutenant-Governor in Council. The commission meets regularly to formulate policies on all issues with an impact on human rights in the province. In addition where the commission fails to effect a settlement of a complaint and it appears to the commission that the procedure is appropriate and the evidence warrants an inquiry, the commission requests the Minister to appoint a board of inquiry. Where the commission decides, upon an evaluation of the evidence, to dismiss the complaint, it advises the complainant in writing of the decision and reasons for it, and informs the complainant of the procedure for having the decision reconsidered.

A complainant who requests reconsideration must include a statement of the facts upon which this request is based. The commission makes its decision after notifying the respondent and giving the respondent time to make written submissions concerning the request. The commission's decision on reconsideration is final, and is communicated to both parties in writing.

The person who presides over the board of inquiry is appointed by the Minister of Labour. He or she is not a member or employee of the Ontario Human Rights Commission. The board hears testimony given under oath and makes a finding based on the evidence as to whether or not the Code has been contravened. If the finding is that there has been a contravention of the Code, the board may, by order, direct the respondent to do anything that ought to be done to achieve compliance with the Code, both in respect of the complaint and in respect of future practices. The board can also order compensation for loss to the complainant, and where the contravention has been engaged in wilfully or recklessly, may award up to $10,000 to the complainant for mental anguish. If the board finds that there has been no contravention, the case is dismissed.

If a board finds evidence of discrimination in a complaint based on handicap, and if the board finds a lack of access to premises or facilities or lack of appropriate amenities in these respects, it may make a finding as to whether the equipment or essential duties could be adapted to meet the needs of the person whose right is infringed. If this is the case, the board may order the respondent to take measures to provide access or amenities unless the costs involved would cause undue hardship.

Where a complaint is dismissed, the board may order the commission to pay the respondent's costs if the board finds that the complaint was trivial, frivolous, vexatious or made in bad faith or if undue hardship was caused to the respondent in the particular circumstances.

The decision of the board must be rendered within 30 days after the conclusion of the hearing.

The decision or order of the board may be appealed to the Divisional Court of the Supreme Court of Ontario.

In the last fiscal year, 41 such boards were appointed and 10 hearings completed. In addition, 7 settlements were reached prior to the hearing in complaints in which a board had been appointed.

The commission also reviews requests for special programs and conducts public education activities among business and industry, media, unions, government, educational institutions, law enforcement and criminal justice agencies, and social services and health care institutions.

A quorum of three commissioners meets regularly as a panel to review and approve the settlements of all cases before they may be closed.

When a settlement proposal is not in accordance with commission policy of rectification and remedy, the panel recommends that the commission refer the case to staff for further conciliation. Where a case reveals evidence of a discriminatory practice or pattern that suggests a need for policy or procedural changes, the panel makes recommendations for follow-up action.

The panel also reviews requests for exemptions from the provisions of the Code.

Under the Code, the commission conducts the following programs:

Conciliation and Compliance through the investigation and resolution of complaints filed under the provisions of the Code. During the year, 1,599 formal complaints were registered with the Conciliation and Compliance Division and 1,070 cases were resolved; 134 informal complaints were handled and 66,124 referrals and inquiries were dealt with.

The Race Relations Division of the commission consists of three members of the commission, designated by the Lieutenant-Governor in Council. One of the members is designated as commissioner for race relations.

Under Section 27 of the Code, it is the function of the Race Relations Division to perform any of the functions of the commission as related to race, ancestry, place of origin, ethnic origin or creed, that are referred to it by the commission. These functions are set out in Section 28 of the Code as follows:

- to enquire into incidents of and conditions leading or tending to lead to tension or conflict based upon identification by a prohibited ground of discrimination and take appropriate action to eliminate the source of tension or conflict,
- to initiate investigations into problems based upon identification by a prohibited ground of discrimination that may arise in a community, and encourage and co-ordinate plans, programs and activities to reduce or prevent such problems, and
- to promote, assist and encourage public, municipal or private agencies, organizations, groups or persons to engage in programs to alleviate tensions and conflicts based upon identification by a prohibited ground of discrimination.

The division is to perform any other function referred to it by the commission.

The Race Relations Division carried out 199 mediations and projects and 801 consultations during the year.

Public Education activities are developed and conducted to forward the principle that the dignity and worth of every person be recognized, and that equal rights and opportunities be provided without discrimination that is contrary to the Code. One thousand and eighty-seven educational undertakings were carried out under the Public Education Program.

Research activities are designed, undertaken and encouraged in order to eliminate discriminatory practices that infringe rights under the Code.

The commission has 15 district offices, located in Hamilton, Kenora, Kingston, Kitchener, London, Ottawa, Sault Ste. Marie, Sudbury, Thunder Bay, Windsor, Timmins, St. Catharines, Mississauga, Scarborough and Toronto.

The commission is composed of 73 professional and 24 support staff.

Details of the role and programs of the Ontario Human Rights Commission will be found in the commission's 1984/85 annual report.

Advisory Council on Occupational Health and Occupational Safety

Dr. D. R. McCalla
Chairman

Dr. C. J. Tuohy
Vice-Chairman

The Advisory Council on Occupational Health and Occupational Safety consists of 20 members - a chairman, a vice-chairman, seven members selected from management, seven from labour and, including the chairman and vice-chairman, six from the public.

Under section 10 of the Occupational Health and Safety Act the functions and powers of the advisory council are:

- to make recommendations to the Minister of Labour relating to programs of the ministry in occupational health and safety, and

- to advise the minister on matters relating to occupational health and occupational safety that may be brought to its attention or be referred to it.

During the year the advisory council submitted four advisory memoranda to the minister. The advisory memoranda are:

- A Review by the Advisory Council of the Process Used to Develop a Standard for Benzene and Council's Evaluation of the Criteria Utilized to Assess the Hazard of Benzene Exposure in the Workplace.

- A Report "Concerning Reproductive Hazards in the Workplace".

- A Review by the Advisory Council of the Process Used to Develop a Standard for Acrylonitrile and Council's Evaluation of the Criteria Utilized to Assess the Hazard of Acrylonitrile Exposure in the Workplace.

- A Report "Concerning Policies and Principles for Dealing with Literacy and Occupational Health and Safety".

The Scientific Task Force on Talc submitted its report: Report of Committee to Review Certain Questions Concerning the Health Effects of Fibrous Dust Particles in Talc. The talc task force was established by council as a result of a request by the minister for advice on that topic, and was to report directly to the minister.

The talc report and details of council's advisory memoranda and recommendations along with the minister's replies are found in the advisory council's Seventh Annual Report.

Other deliberations and activities of council that resulted in correspondence with the minister related to previous advisory memoranda: Principles and Procedures for the Interpretation of Epidemiological Studies, and Concerning Legal Interpretation of the Occupational Health and Safety Act. A major survey of joint health and safety committees in Ontario is now underway under the auspices of council. The correspondence and, in the case of the survey, background information, are also included in council's Seventh Annual Report.

A new council Task Force on Criteria and Alternative Approaches for the Control of Hazardous Substances and Agents in the Workplace was established during the fiscal year - the first phase of council's advice on this topic to be submitted to the minister early in the 85/86 fiscal year. Also undertaken were preliminary deliberations arising out of the minister's request for advice concerning biotechnology and policies and procedures that should be established to ensure the health and safety of workers as the use of biotechnology increases.

The council secretariat currently consists of an executive assistant to the chairman, two research officers, a project officer serving on a part-time basis, an administrative assistant and two secretarial staff.

Ontario Manpower Commission

Benson A. Wilson
Chairman

The Ontario Manpower Commission was established in 1979 with the mandate to provide advice, assistance and co-ordination with respect to human resources policies and programs to the government and private sector in order to promote the efficient functioning of the labour market in Ontario. The commission consists of a full-time chairman/commissioner, nine part-time commissioners and 29 full-time employees.

The part-time commissioners are private sector individuals whose primary responsibility is to advise government on manpower matters. Mr. Samuel H. Ellens, Mr. J.A. Armstrong* and Mrs. Jalynn H. Bennett are drawn from the business sector; Mr. Clifford G. Pilkey, Mr. Kenneth G. Rose and Mr. Stanley E. Roscoe come from labour; and Mr. Douglas E. Light, Miss Jacqueline P. Robarts and Dr. Wallace A. McLaughlin are from the academic community. The chairman, Mr. Benson A. Wilson, was with the corporate sector before entering government service and was most recently assistant deputy minister with the Ministry of Colleges and Universities.

Reporting through the Cabinet Committee on Manpower, chaired by the Minister of Labour, the Ontario Manpower Commission develops short and long-term manpower strategies based on projected requirements of the economy and the composition of the work force. Areas within the commission's mandate include those relating to training, labour market information and human resources planning. The commission also undertakes specific studies of selected occupational areas, industrial sectors and segments of the labour force.

The commission played an important role in a number of major initiatives during the 1984/85 fiscal year.

As is the custom with many ministries, the provinces annually rotate lead responsibility for maintaining and co-ordinating interprovincial and federal-provincial contact with respect to labour market activities. In March 1984 this responsiblity passed to Ontario, with the commission carrying out the administrative and co-ordinating functions.

The commission was also involved in the establishment of the Task Force on Employment and New Technology. This labour-management task force was appointed in May 1984 to study the employment implications of new technology in Ontario over the 1985-95 period.

In the field of human resources planning, the Ontario Manpower Commission has undertaken a number of activities to encourage employers to develop active human resources planning, often in conjunction with the Canada Employment and Immigration Commission. These activities have included a business-labour HRP conference, employer workshops and a human resources study of the automotive industry.

*Mr. Armstrong withdrew from the commission in December 1984.

As a result of its involvement with the Canada-Ontario Employment Development (COED) program, the commission has administered the continued funding of Unemployment Help Centres run by trade unions to assist and counsel unemployed workers. Another program, the Ontario Small Business Employment Program (OSBEP), was established to support excess private sector COED proposals. This program created 982 jobs with a provincial contribution of just under $2 million.

Several publications produced by the commission during the year included:

An Overview of Human Resources Planning Practices in Ontario

Labour Market Outlook for Ontario: 1984-88

Public Service Appeal Boards

The four statutory tribunals comprising the Public Service Appeal Boards function as independent quasi-judicial tribunals, with offices and hearing rooms at 180 Dundas Street West in Toronto. The four tribunals oversee the labour relations of Ontario Crown employees. Employees are represented before the boards by one of four employee organizations: the Ontario Public Service Employees Union, the Ontario Liquor Board Employees' Union, the Canadian Union of Public Employees - Local 767, the Canadian Union of Public Employees - Local 1750, and the Amalgamated Transit Union - Local 1587.

Previously, all four appeal boards came under the authority of the Civil Service Commission. As of April 1, 1983, the Minister of Labour was given authority over the Crown Employees Collective Bargaining Act. This had the effect of placing two of the appeal boards - the Ontario Public Service Labour Relations Tribunal and the Crown Employees Grievance Settlement Board - under the minister's jurisdiction. In line with this rearrangement, the ministry administers the day-to-day affairs of all four tribunals. However, appointments to, and policy decisions concerning, the two remaining boards - the Public Service Grievance Board and the Classification Rating Committees - continue to come under the jurisdiction of the Civil Service Commission.

A small staff is assigned to provide administrative and clerical support to the appeal boards. The permanent staff consists of one secretary of the Public Service Appeal Boards, one manager of Office Support Services, one office support clerk and one records processing and control clerk.

Ontario Public Service Labour Relations Tribunal

O.B. Shime, Q.C. **Chairman**	**T.A. Inniss** **Registrar**

The Ontario Public Service Labour Relations Tribunal administers the Crown Employees Collective Bargaining Act, and is empowered by the Act to adjudicate matters referred to it by government employers, employee organizations or employees on matters such as:

- conferring representation rights on employee organizations;
- terminating employee organization representation rights;
- unfair labour practices;
- bad faith bargaining;
- successor rights applications;
- alleged strikes and lock-outs;
- consent to prosecute under the Act;
- inclusions and exclusions of employees in bargaining units;
- exemptions from the payment of union dues by individual employees; and
- the duty of fair representation owed by employee organizations to individual employees.

Decisions of the tribunal are final, although the Act empowers the tribunal to reconsider a decision if it considers it advisable. Tribunal decisions can be challenged by way of judicial review only on the grounds that the procedure employed violated the rules of natural justice or that the decision was patently unreasonable. The tribunal has the authority to state a case in writing to the Divisional Court to determine any question of law. While the tribunal has the choice of whether or not to state a case on its own motion, it is required to submit a stated case to the Court upon the request of any party to a hearing.

In addition to adjudicating disputes, the tribunal is involved in providing other dispute resolution mechanisms. Mediators are provided by the tribunal to assist parties in reaching a collective agreement. The tribunal also appoints interest arbitrators to determine the provisions of collective agreements when the parties are unable to mutually agree on an agreement and where they have failed to select or have been unable to agree to an appropriate arbitrator. Finally, the tribunal frequently appoints an investigator to enquire into fair representation complaints by individual employees against employee organizations.

The tribunal consists of one chairman and nine members representing employees and employers. The chairman and members are appointed by order-in-council. Members are appointed on the basis of nominations received from the respective parties. The tribunal sits in panels of three, consisting of one member representing employees, one member representing employers, and the chairman, who presides.

Applications in Fiscal Year 1984/85

Filed Before March 31/84 and Pending	Filed in Year	Appointments	Disposition
		Investigator	Pending before Investigator
9	74	15	3
		Mediator	
		7	
		Arbitrator	Pending Before Arbitrator
		13	3
			Decisions Issued/ Arbitrator 10
			Decisions Issued/ Tribunal 25
			Pending before Tribunal 48

Crown Employees Grievance Settlement Board

(vacant) Chairman	H.J. Waisglass Special Vice-Chairman for Mediation	T.A. Inniss Acting Registrar

The Crown Employees Grievance Settlement Board, established by section 20(1) of the Crown Employees Collective Bargaining Act, is solely responsible for the adjudication of employee organization and employer rights disputes involving matters such as dismissals, suspensions, other forms of discipline, working conditions and classification. Employee organization and employer policy grievances may require the board to interpret provisions contained in collective agreements. The only means of challenging a board decision is by way of judicial review to the courts, and only on narrow grounds, such as excess of jurisdiction, errors of law and questions relating to natural justice.

The board consists of one chairman (position vacant at the time of publication), 19 vice-chairmen and 57 members representing employees and employers. The chairman, vice-chairmen and members, who serve in a part-time capacity, are appointed by order-in-council. Members are appointed on the basis of nominations received from the respective parties. The board sits in panels of three, consisting of one member representing employees, one member representing employers, and the acting chairman or a vice-chairman, who presides.

One vice-chairman has been designated exclusively as a grievance mediator. The board's mediation service attempts to encourage parties to a dispute to settle their differences without resorting to actual board adjudication.

Grievances in Fiscal Year 1984/85

Filed Before March 31/84 and Pending	Filed in Year						Withdrawn		Board Decisions Issued	Cases Pending as of March 31/85
	Dismissal	Other Discipline	Classification	Policy	Other	TOTAL	Without settlement by Mediator	With Settlement by Mediator		
637	87	122	243	25	999	1476	348	268	150	1347

Public Service Grievance Board

C.G. Simmons
Chairman

T.A. Inniss
Acting Secretary

The Public Service Grievance Board operates pursuant to the Public Service Act and, in particular, Part 5 of Regulation 881. The board adjudicates grievances concerning non-bargaining unit employees; grievances relating to bargaining unit employees are adjudicated by the Grievance Settlement Board. The Public Service Grievance Board may be called upon to deal with matters such as dismissal, suspension, other forms of discipline, merit increase, promotion and transfer. Decisions of the board are final, although dismissals are subject to the authority of the lieutenant-governor-in-council. Decisions are also subject to judicial review as with the Grievance Settlement Board.

The board consists of a chairman and four members representing non-bargaining unit employees and employers. The chairman and members are appointed by order-in-council. The board sits in panels of three, consisting of one member representing non-bargaining unit employees, one member representing employers, and the chairman, who presides.

Classification Rating Committees

C.G. Simmons
Chairman

T.A. Inniss
Acting Secretary

Classification Rating Committees are designated by the chairman of the Civil Service Commission. Pursuant to section 57 of Regulation 881 under the Public Service Act, Classification Rating Committees are appointed to adjudicate grievances concerning position classification from eligible employees who are excluded from the application of the Crown Employees Collective Bargaining Act. The committees are therefore essentially responsible for classification grievances filed by persons employed in a managerial or confidential capacity. Such committees are quasi-judicial tribunals, and sit with one personnel administrator from a non-interested ministry and two persons who are not civil servants. One of the latter two acts as chairman of the committees. Currently, the committees are drawn from a chairman and three available members.

Public Service Grievance Board and Classification Rating Committees

Grievances in Fiscal Year 1984/85

	Filed Before March 31/84 and Pending	Filed in Year	Withdrawn or Settled	Decisions Issued	Cases Pending as of March 31/85
PSGB	4	12	3	4	9
CRC	0	2	0	0	2

1984/85 Activities

A total of 1,564 applications were filed with the four Public Service Appeal Boards in the fiscal year 1984/85. The bulk of these applications - 1,476 or 94.37 per cent - were submitted to the Grievance Settlement Board. Seventy-four applications - 4.73 per cent of all applications - went to the Public Service Labour Relations Tribunal. The remaining applications were filed with the Public Service Grievance Board and the Classification Rating Committees.

The Public Service Labour Relations Tribunal issued 60 decisions in the fiscal year. Of these 60 decisions, 25 (41.67 per cent) involved tribunal adjudication of disputed matters between parties. Fifteen decisions (25 per cent) involved the appointment of an investigator to inquire into complaints filed with the tribunal. In 13 cases (21.67 per cent), the tribunal appointed interest arbitrators with a view to determining collective bargaining disputes. In seven cases (11.66 per cent), the tribunal appointed mediators with a view of assisting in collective bargaining disputes.

Of the 1,476 grievances filed with the Grievance Settlement Board in 1984/85, 87 (5.89 per cent) pertained to employee dismissal and 122 (8.27 per cent) pertained to other forms of discipline. In total, 209 grievances (14.16 per cent) filed with the board pertained to one form of discipline or another. Two hundred and forty-three grievances (16.46 per cent) related to disagreements over employee classification. Nine hundred and ninety-nine grievances (67.69 per cent) were in relation to other numerous matters arising under the applicable collective agreements and involving employee concerns. Only 25 grievances (1.69 per cent) were of a policy nature, in which an employee organization - as opposed to an individual employee - grieved an alleged collective agreement violation.

The Grievance Settlement Board disposed of 766 grievances in 1984/85. Of these 766 dispositions, 150 (19.58 per cent) were dealt with by the board through a full hearing in which the matters in dispute were adjudicated, and a final decision was issued. The remaining 616 grievances were settled or withdrawn prior to an actual board decision. Two hundred and sixty-eight grievances (34.99 per cent) of all grievances withdrawn or settled in 1984/85 were settled with the assistance of the board's mediator. Three hundred and forty-eight grievances (45.43 per cent) of all grievances withdrawn or settled in 1984/85 were settled by the parties themselves.

The Public Service Grievance Board disposed of seven applications in the fiscal year. Out of these applications, three (42.86 per cent) were withdrawn or settled, and four (57.14 per cent) were adjudicated by the board.

No decisions were issued by Classification Rating Committees in 1984/85. Two applications pending before the committees in the fiscal year.

Workers' Compensation Board

Lincoln M. Alexander, QC
Chairman

The Workers' Compensation Board of Ontario, which operates out of 14 offices province-wide, including a Toronto head office, provides the province with three fundamental services: first, adjudicating claims for work-related injuries and occupational diseases and compensating workers for the resulting time lost from work and for permanent disability; second, furnishing injured workers with comprehensive medical and vocational rehabilitation services to help them return to a healthy life and gainful employment; and third, paying for these services through the collection of funds from the province's employers.

In 1984, new claims across the province totalled 388,845. Of total claims, 44.2 per cent (172,002) were accepted as lost-time claims (involving time off work and compensation payments). Another 49.6 per cent (192,919) of claims were accepted as no lost-time claims (for accidents that necessitated medical treatment, but no time off work beyond the day of the accident).

During the year the board awarded total benefits (exclusive of legislative increases) amounting to $978,611,000. The vast majority of the funds for the board's programs and services come from annual assessments on the province's employers -- in 1984, numbering approximately 168,000. In 1984, assessment income collected by the board rose to $1,048,569,000.

Board rehabilitation staff throughout Ontario were instrumental in rehabilitating 4,410 injured workers in 1984. Of these, 3,714 were returned to work and an additional 696, who will not be returning to employment, were assisted in achieving financial self-sufficiency. Staff were aided in their job-search activities by a public awareness campaign -- intended to encourage employers to contact the board with job opportunities for rehabilitated workers--conducted under the slogan, **'Back A Comeback'**.

An important feature of the board's medical rehabilitation services is its 522-bed Hospital and Downsview Rehabilitation Centre. The centre provides comprehensive therapy programs to injured workers on an in-patient and out-patient basis. The number of patients admitted to the centre increased 3.1 per cent, to 11,794 from 11,434, in 1983. The number of patients completing the full-treatment program in 1984 also increased by 6.5 per cent to 6,944 from 6,520 the previous year.

On December 14, 1984, the Ontario Legislature gave third and final reading to Bill 101, an Act to amend the Workers' Compensation Act. In addressing the board's administrative practices and structure, as well as a variety of benefits to injured workers, Bill 101 contains the most sweeping changes to workers' compensation in this province since the Act was passed in 1915.

Throughout 1984, Board employees applied themselves diligently, by means of internal task forces and committees begun early in 1984, in preparing for a smooth transition--without disruption of service or slowdown in momentum--to the new structures and procedures which will be implemented in 1985.

Further details of the board's activities in 1984 can be found in its 1984 Annual Report, which covers the fiscal year ending December 31, 1984.